



Job Description – Event Manager

Company: 3D Events

Position: Event Manager

Reporting to: Account Manager

Location: St Helier, Jersey

Contract Type: Full Time – Permanent

Salary: Negotiable based on experience

Applications Please send CV and covering letter, explaining why you are well suited to the role to:

enquiries@3d-events.co.uk

Closing Date 5 PM, Friday 2 July 2021

**Residential
Qualification** Entitled / Entitled for Work

Background

3D Events is a Jersey based event management company that delivers and promotes a diverse range of events in the Channel Islands, UK and Europe.

Due to an anticipated period of growth and restructure, we are looking for an Event Manager to join the team and be responsible for the successful delivery of a variety of high-profile events in Jersey, Channel Islands and UK.

3D Events is a fast-paced, fun place to work with a great team atmosphere. It's a sociable office of like-minded people with shared goals and interests who take great pride in the events we deliver. We are a team of positive thinkers and believe with the right attitude, anything is possible. We are supportive of each other and encourage teamwork through all we do. We also encourage personal and professional development at all levels.

Purpose of the Role

The successful candidate will be responsible for leading the delivery and promotion of a proportion of the projects that 3D Events has under management, contributing significantly towards the development of the events themselves, as well as demonstrating a tangible return to our clients, sponsors, participants and wider stake holders.

Key Responsibilities

Event Management

- Client Management – grow and develop existing and new client relationships
- Design, develop and deliver a variety of event projects on time and within budget; meeting or exceeding expectations
- Preparation of detailed event plans, operational timelines and risk assessments, including compliance with legal, governance and statutory requirements
- Financial Management - responsible for setting and managing event budgets
- Site / Venue Management - to include site and venue planning, event build / breakdown scheduling, stakeholder consultations and compliance with legal, governance and statutory requirements of jurisdiction
- Supplier Management – to effectively work with multiple suppliers on each event and ensure that exceptional results are delivered whilst maintaining mutual respect throughout
- Volunteer Management – to include identification, coordination, role allocation, evaluation, training and organisation
- Stake Holder Management - grow and develop relationships with key local stakeholders e.g. Sponsors, Parishes, Government Departments, Community Groups, Events Jersey, Sports Jersey and Visit Jersey
- Effectively lead, manage and motivate live event teams; to include event staff, suppliers, event partners and volunteers
- Customer Service – ensuring quality of delivery at the highest level for the 3D Events brand and brand values

Event Communications & Promotional

- Contribute to strategic and operational planning of marketing, communications and brand activations
- Development of annual promotional action plan for each event organised by 3D Events
- Content Management of event websites
- Manage and create content for event Social Media channels
- Manage and monitor the performance of advertising, communications and social media campaigns
- Manage PR and Communications - press release writing and distribution to media, management of local media relationships and hosting of media events
- Manage relationships with design agencies and provide accurate and timely briefs for each event
- Work alongside the events sponsors and their marketing teams to deliver joint marketing activities

Skills and Experience Required

Skills:

- Have a commercial appreciation of the role an event plays within local communities and within marketing and HR strategies
- Creative and positive thinker, confident with expressing opinions and generating new ideas
- Personable and passionate with strong networking skills
- Excellent project and time management skills
- Ability to self-manage
- Ability to lead and motivate a team
- Ability to communicate effectively with individuals at all levels of an organisation
- Ideally educated to degree standard

Experience:

- Previous experience of managing high profile events (min 3 year's) either agency or in-house is essential
- Experience and proven record of delivering exceptional customer service is essential
- Experience of managing website content and social media accounts is an advantage

Other requirements:

- A positive attitude is essential for this role
- Full clean driving licence
- Willing and able to work a certain number of weekends and evenings is essential (time in lieu is offered as compensation)