



## Job Description

<b>Job title:</b>	<b>Events &amp; Special Projects Manager</b> , Event Logistics & New Blood Exhibition
<b>Reports to:</b>	Senior Manager, Events & Special Projects
<b>Contract:</b>	Permanent
<b>Salary:</b>	£28,000 per annum

---

### Purpose of job:

Development and delivery of D&AD's New Blood Festival to a world class standard. In particular, this role will have the overall responsibility of ensuring that the **New Blood Exhibition** is delivered on time, on budget and in line with the objectives of D&AD and any third party supporters/sponsors.

Management of off stage logistics for the Annual Events Programme.

### Responsibilities

#### New Blood Exhibition Programming & Delivery

- Overall project management of the New Blood Exhibition delivery in collaborations with the New Blood Senior Programme Manager, Marketing, Partnerships, Digital, Sales and Operation Teams
- Input to the annual strategy and framework for the NB Festival
- Deliver the project on time and on budget
- Write Management and project planning
- Coordinating relevant teams to deliver their aspects of the project. (Marketing, Digital, Foundation, New Blood, Partnerships)
- Work with the Marketing team to optimize content opportunities for the D&AD website and Social Media Campaigns surrounding the festival.
- Manage, create and distribute schedules for the New Blood Festival.
- Secure partnerships for gift in kind for products or services that will add to the festival experience
- Work with partnerships to activate the current year's sponsorship
- Co-ordinate registration requirements with the Digital team
- Maintain an ongoing understanding of industry and graduate needs through research and networking.
- Manage additional support staff when appropriate
- Develop and maintain knowledge of the in market activity ie. Potential competitors, trends, best market practice, potential collaborators.
- Evaluation of the programme and development for the future

#### Event Logistics (Judging Festival & New Blood Festival)

- Managing the logistics for events off stage – including, installations, site builds, supplier and venue liaison.
- Being the main contact for Logistical Suppliers for delivery of services and products
- Conceptualizing the event by art-working floor plans for internal & external use.
- Following up and maintaining event schedules
- Updating the project plans and project management systems.
- Sourcing and briefing suppliers to deliver creative concepts
- Preparing briefs for suppliers to quote for services
- Circulating information to internal and external stakeholders

- Maintaining the Venue database and streamlining the venue sourcing processes.
- Maintaining project files
- H&S documentation & risk assessments
- Maintaining budget files, contact lists & the Events Calendar.
- General administration: telephone and email enquiries, packing for the event, logging stock (books, leaflets, drinks etc.)
- To maintain an excellent level of customer service at all D&AD events.
- Light artwork/ amending of signage and print
- Transport logistics
- Event Staff, porters, front of house, catering & hospitality
- Entertainment and artist liaison for live Events
- Creative concepts for furniture, environment, sponsor areas
- To orchestrate the supplier review each autumn negotiating the best possible options for suppliers for the year ahead.

### **Skills & Experience:**

- Experience of Programme and Project management
- Experience in researching and developing ongoing programmes
- Highly organized with good attention to detail
- A minimum of 3 years Event Management experience
- Proven track record for delivering events on budget and on time
- Be able to meet deadlines and work under pressure
- IT literate – Excel, Word (knowledge of Gmail would be ideal but not essential as training will be given)
- A keen interest in Design & Advertising (ideal but not essential)

### **Personal Qualities:**

- Calm with attention to detail
- Resourceful – ability to come up with creative solutions to any problem that might arise
- Enthusiastic and Energetic – ability to make guests, suppliers, clients and staff feel welcomed.
- Able to liaise confidently and professionally with people at all levels.
- Confident networker & communicator
- Creative and strategic thinker