



## Job Description

Job title:	Senior Events Manager
Reports to:	Awards & Operations Director
Location:	London E1
Hours:	0930-1730 (Standard office hours) although flexibility is required when working on D&AD festivals and annuals events
Contract:	Maternity cover – July 2016 to August 2017
Salary:	£36,000 per annum
Benefits:	Immediate 23 days plus bank holidays and the office closes over Christmas which means an extra 3 or 4 days leave. Christmas and staff summer party paid for by the company, Free D&AD membership, which comes with many benefits, The work environment is relaxed and the dress code is casual After 3 months Free membership to a private members club in Soho St Barnabas House, Pension 5% non-contributory, Option to join the private health scheme, Interest free season ticket loan, Cycle to work scheme, Childcare vouchers

### Purpose of job:

To project manage and deliver D&AD annual event programme, including the management of the event team in delivering event logistics and event programming. To think operationally as well as commercially in order to deliver successful events and drive future growth, namely managing D&AD two festivals, Awards ceremonies and annual lecture series in London each year.

### Responsibilities

- Drive commercial thinking behind all events to develop and grow existing programme of events and festivals, working with management to achieve strategic objectives
- Have a clear view of the event objectives and stakeholders involved with the aim of delivering events to set goals
- Advise on all D&AD events, venues, environments (set-up, directional, signage), catering, schedule and suppliers
- Manage external event listings and communications
- Be a central point of information on timings and activities for all D&AD events
- Ensure all events are produced to the best standard expected of D&AD public facing activities

### Partnerships

- Ensure that sponsor requirements are met and alert project teams to suppliers who may be interested in reciprocal deals
- Lead on event in-kind deals, working with partnerships to ensure deliverables are met
- Advise partnerships teams on areas of events that can be commercialised and/or developed through partner activations.

### Event Management

- Conduct venue searches, negotiate contracts across all D&AD events and be the 'Knowledge Manager' of suitable venues and suppliers.
- Advise the international team on logistics for international exhibitions including flights, hotels, venue requirements, shipping requirements, corporate literature and client feedback.

- Maintain existing supplier relationships, whilst developing new relationships where necessary to ensure the success of D&AD events.
- Plan and manage all the logistical aspects of D&AD's events and special projects including negotiation and liaison with the venue, suppliers (caterers, security, cleaners, IT, AV, facilities), sessional staff and operational support.
- Produce all on stage aspects of events to include screen content, scripts, sets, broadcast elements and filming.

#### People Management

- Manage the event team, ensuring resource is optimised, efficient and general motivation levels and moral is maintained
- Oversee the employment of sessional staff at events, ensuring all staff are managed in accordance with health and safety regulations

#### Budget Management

- Manage all event budgets ensure procurement is followed and events are delivered on budget.
- Manage the budgets of all operational costs relating to the events and ensure good value per service and event profitability
- Advise event and project budget holders on ways to reduce budgets and maximise resources

#### Project Management

- Manage the influx of event requirements from other D&AD teams, putting in place process and relevant lines of communication
- Ensure project management process are adhered to, processes and activities are documented to ensure a successful handover of duties in the event of staff changes
- Establish consistent project management procedures ensuring effectiveness and efficiency.

#### Policies and Procedures

- Implement agreed policies on staff, travel and subsistence.
- Enforce regulations for health and safety, fire safety and manual handling
- Manage the application and confirmation of all relevant licenses needed for events. e.g sale of alcohol license

#### General

- Event manage all staff parties, e.g. Christmas party, summer day out
- Attend industry meetings and represent D&AD at events wherever necessary
- Prepare monthly reports, presentations, correspondence and any other documents as requested by management.

#### **Skills required for the job**

Commercial event management experience

3 years event management experience

3 years budget management experience

Project Management experience

Personnel Management experience

Excellent organisational and administrative skills

Confident written and spoken communication skills

Ability to work on own initiative and also as a team member

Sound knowledge and confidence in IT systems, including salesforce and keynote

Flexible approach to workload

Research and analytical skills

Ability to work well under pressure and to tight deadlines

**Preferred experience**

Experience in working with Content Management Systems

Experience/knowledge of the creative industries and/or other awards shows