**Event Manager Job description**

**Job brief**

The post holder is a champion of the commercial strategy of Venue Services and strives to maximize revenues, build new business and provide excellent customer service to both internal and external customers. The purpose of this role is to be the main point of contact for event organizers and to ensure that all allocated events are run in accordance regulations in a customer friendly environment. To ensure that customer requirements are effectively obtained, documented and communicated to all relevant parties. In conjunction with the Facilities Manager and the Catering Manager, to ensure that support services are delivered in a safe, efficient, and timely customer-focused manner. The position reports to the Commercial Director who delivers the commercial direction, business planning, product development, sales and marketing strategy, policies and procedures and financial management reporting.

**Responsibilities**

* Handle all event requests, enquires and assist in the servicing of portfolio accounts.
* Conceptualize and prepare creative proposals customized to individual client's needs and requirements.
* Key liaison between client, in-house designers and other 3rd party vendors leading up to the event, ensuring that both client and event requirements are met.
* To project manage the workflow, logistical support and timeliness of the delivery for projects undertaken.
* To professionally coordinate and manage the set-up and production of the event on site, ensuring the delivery of a high quality event.
* Manage project budgets and quotations.
* You will be required to work closely with the members of your team and other division to collectively produce a successful event.
* Independently procure sales / events.
* You will tasked to handle multiple projects and work within tight schedules.

**Requirements**

* High school diploma or general education degree (GED); or three years event management experience in a similar type facility; or equivalent combination of education and experience.
* Bachelor's degree (B. A.) from four-year College or University in management, hospitality or business-related field is preferred.
* Experience working in a computer network environment utilizing multiple Microsoft and event management programs.
* Knowledge of event production and operations including coordinating events with promoters, preevent planning, organizing physical facility and staffing.
* Ability to manage and account for sales, cash, and inventory.
* Ability to read and interpret documents such as safety rules, requests for proposals, operating and maintenance instructions, and procedure manuals.
* Ability to write routine reports and correspondence.
* Ability to deal effectively and courteously with lessees, user groups, their representatives and the general public.
* Ability to speak and understand English.