

Job Description - Event Management Executive

Bright Vision Events is a conference and events company based in the Midlands and has been established for over 30 years. Having successfully navigated the challenges of Covid the companies pipeline looks healthy and with businesses returning from lockdown and the economy opening up, substantial growth is expected over the coming months. The company's strategy for growth has always been about organically increasing the client base and by continuing to develop the range of products and services (both in person and virtual) it offers. The company's expansion plans are primarily based around the expected high level growth of repeat business, the development of creative new products and services and its continued ability to deliver high quality events.

The company currently specialises in a wide range of conference and event services for the corporate market in both the face to face and virtual space including; conference production, team building, evening entertainment, event theming, venue finding, exhibition support, and other associated event services.

The Role

The event management executive will be based at the company's offices in Warwickshire as part of the events team and will be required to quickly get a full understanding of the company's key products and services.

The role is for an end to end events position. We need someone who can take control from pre-event all the way through to the delivery of the events, ensuring appropriate feedback is taken so that lessons can be learned and applied to improve future events.

You will be supporting and leading on the delivery of live events and will be expected to communicate with the client on a regular basis to ensure they are given the appropriate support and the high level of service we provide our clients.

You will need to have excellent time, resource and stakeholder management skills. This role requires excellent attention to detail, communication skills and a confident and outgoing personality. Attendance at both live and virtual events will be expected to ensure successful event delivery.

Primary Responsibilities (but not limited to):

- To prepare events and to liaise with clients, agents & venues in respect of the event logistics.
- To plan and deliver events independently. This will include briefing delegates and ultimately leading the event team when onsite.
- To understand the costing process for an event and work closely with event team to deliver profitable events.
- To drive new sales opportunities equally through repeat business and through good account management creating multi event accounts.

- Help identify potential new markets and assist in designing new team building and evening entertainment products.
- To make appointments and attend client meetings, developing client relationships as part of account management.

Key Skills and Experience

- A self-starter, with initiative to make decisions and deliver the required outcomes.
- Experience in the event or hospitality industry (3 + years) is essential with the ability to understand how companies operate in this sector.
- A team-player, keen to contribute, share learning and learn from others with a flexible working attitude.
- Experience of public speaking – preferable but not essential - and / or the ability to undertake briefing & presentations in an event management capacity, and the ability to professionally manage all subcontractors engaged on the event.
- Good written and verbal communication skills are a must.
- Ability to prioritise and organise own workload.
- Highly enthusiastic and motivated approach to work.
- Be outgoing and approachable.
- Be well organised and able to work under pressure whilst meeting tight deadlines.
- Have the flexibility to work away on live events sometimes.
- An understanding of audio visual equipment and production would be a benefit.

Job Type: Full-time (ideally) would consider part time (3 days a week) for right candidate.

Salary: £25,000.00 / year (Full Time)

Benefits (after probation): Bonus Scheme, Pension Scheme, Private Healthcare, Over time (on events only), mobile phone, mileage (on events only), optional remote working when events allow.