

**Job Title:** Event Producer

**Reporting to:** Senior Event Producer

### **The Company**

Make Events are a hugely experienced events agency in Manchester who have taken the industry by storm since we were launched in 2012 by founder Holly Moore. With a client list that reads like a who's who of the North West's most successful businesses, Make Events has grown rapidly and now employs a group of the industry's most talented people.

### **Purpose of the Role**

Make Events are a creative event management agency and this role is for an experienced industry professional to join the team and grow the business to the next level through creativity; delivery; insane attention to detail and an exceptional understanding of the importance of the customer experience.

To create personal connections with existing and new clients and be highly skilled in farming accounts to increase revenue spend and number of events from each client. Working with clients to get further referrals through the business.

### **Main Duties**

- Take inbound enquiries from your existing clients and potential new clients and confidently manage the briefing process with internal teams, third party suppliers and stakeholders.
- To provide creative solutions and ensure the message and identity of the business runs through every proposal created for your clients, including thorough and detailed budgets.
- Presenting and pitching either alone or in a team to win new business / events and taking to contract stage.
- Organising and facilitating creative meetings with your line manager and wider team where required, enabling and overseeing creative content solutions for your events as well as supporting material for projects.
- Provide input to your teams larger scale events.
- Ability to advise on technical requirements and be up to date on the latest trends in the industry.
- Full production management of all event logistics from conception to roll out for your events.
- Full responsibility for managing the delivery of your clients' event including oversight of delivery team on your event.
- To ensure the ultimate experience for your clients, venues and suppliers and provide regular detailed feedback and magic touches to all.
- To adhere to Make Events processes and procedures at all times.
- Contribute to the wider business vision and strategy.
- Line manage a team to include Events Assistant, including training, mentoring and oversight of all their work.

*This list is not exhaustive and you will be required to undertake other duties as directed by your manager.*

### **Essential Skills, Knowledge & Experience**

- Full knowledge of Microsoft Office including Word, Excel, Outlook and PowerPoint.
- Excellent verbal and written communication skills and attention to detail.
- Experience of working within an events agency for a minimum of 2 years.
- Experience of producing CREATIVE conferences, awards and celebrations.
- Strong people management skills.
- To be commercially and financially astute.
- To possess strong negotiation skills.

### **Make Events Culture**

- Think about Make Events brand values and apply this to everything you do
  - Magic Touches
  - Confidence
  - Get Stuff Done
  - Anything is Possible
- Support the company vision – to be the go to event partner for any event for the North's household names.
- Take responsibility for your own learning and development, maintaining and improving knowledge of the events industry by reading industry relevant magazines, social media and attending industry events
- Be fully immersed in the industry and enjoy all of the opportunities that it brings you.
- Follow the Make Events company ethos of work hard, be nice.
- Putting the client first and constantly asking yourself 'what is my clients customer experience right NOW?

### **Other Requirements**

#### **General**

- Current driving licence.
- Ability to travel around the UK & overseas.
- Flexible approach to working hours as live events may take place over evenings and/or weekends.
- Comply with the company code of conduct at all times.
- Ability to work as part of a diverse team with colleagues from different viewpoints, cultures and countries.