

# BOMPAS & PARR

## **Event Director – Permanent Role**

**Start date: Immediate**

**Location: Bermondsey studio**

**Salary: Based on experience**

Bompas & Parr is seeking an Events Director to provide strategic and practical leadership for Bompas & Parr's diverse range of live events. The role will manage the events team and will oversee the pre-planning, production and execution of all events. The successful candidate will be a senior member of the team and must be highly experienced in managing internal teams, external production partners and have a proven track record of actively contributing to new business. This is an opportunity for a passionate and ambitious events director to become an integral part of the company and join an internationally celebrated business delivering unique and memorable experiences.

### **Objectives**

- Provide strategic development input across all events
- Successfully manage event and catering enquiries, facilitating a timely response on all new business enquiries
- Actively convert new business leads into live events with appropriate budgets
- Be responsible for overseeing the initial production and ideation stage of events
- Be responsible for monthly team targets and financial results
- Expand and evolve the catering business, with a proven upturn in enquiry/booking ratio
- Work closely with the team to ensure the delivery of exceptional experiences, facilitating new and creative ways to push the boundaries of live events

### **Management Responsibilities**

- Responsible for managing all live events and catering projects
- Prepare and compile proposals as required
- Manage relationships with third party contractors and suppliers
- Oversee team client management and correspondence
- Be responsible for the seamless delivery of all events and catering projects
- Ensure efficient events processes and procedures are in place and followed correctly
- Maintain the team organisation of all project documentation
- Assist in recruitment of any new team starters, train and develop
- Encourage and foster a dynamic, stimulated and energised team
- Provide weekly status reports detailing project status, budgets and reconciliation
- Oversee the budgeting of all projects

### **Financial Responsibilities**

- Monitor team project margins and identify where they can be improved
- Provide other financial reports on progress for internal use
- Produce a monthly profit and loss account and compare against monthly team targets
- Reconcile personal expenses and commercial card expenses at the end of each month

- Identify and solve any problems that affect profit and liaise with the rest of management team to resolve issues promptly

### **Essential Experience**

- 6 + years in events management
- 2 or 3 years managing a team of at least three people
- Proven experience managing event budgets up to £1,000,000
- Proven experience managing a broad range of clients and projects
- Outstanding administrative, written and verbal capabilities
- Exceedingly strong financial accrument
- Agency experience crucial
- Ability to multi-task across multi-faceted projects and work in a fast paced environment
- Demonstrate a broad understanding of each client's business / brand / product / service

### **Desireable Experience**

- Catering experience
- InDesign layout skills

### **General**

- Be a naturally patient and calm presence within the studio
- Posses strong instinct to make the right decision based on initiative and creative problem solving methods
- Possess excellent industry contacts within the events world
- Undertake any other duties as may be reasonably required
- Be flexible and hands on with a positive can-do attitude
- Be able to speak knowledgeably and articulately about all aspects of the work of Bompas & Parr and to support the organisation's principal aims and objectives
- Have excellent communication capabilities and possess hawk-eye attention to detail

Please note that due to the nature of the role it will inevitably require working anti-social hours. There may also be the requirement to travel internationally.

Team Structure: This role will supervise the events and catering team, be part of the management team and report to the Directors of Bompas & Parr.

Salary: Dependent on experience

Application: If you are interested in applying for this position, please email [work@bompasandparr.com](mailto:work@bompasandparr.com) the following:

- A copy of your current CV
- A cover letter detailing why you feel you are a suitable candidate for this post (please note, applications not submitted with a covering letter will be rejected)