

BOMPAS & PARR

Job title: Events Director

Contract type: Permanent, full-time contract

Location: Bermondsey studio. Some travel may be required in the UK and worldwide

Salary: Based on experience



Truvia Voyage of Discovery. Photo credit Nathan Pask.

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 management team. You must be highly experienced in managing design and production, 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
- Provide technical production knowledge across all events from AV, construction to special effects
- Actively convert new business leads into live events with appropriate budgets
- Oversee all projects being executed by the events team

- 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
- Inspire and motivate the team through exceptional leadership skills and efficiency
- Expand our network of third-party production partners

Management responsibilities

- Responsible for managing all live events and catering projects
- Prepare and compile proposals as required
- Manage team resource
- 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

- 7 + years in events management
- At least four 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
- Technical production and 3D build knowledge
- Management of event safety
- Outstanding administrative, written and verbal capabilities
- Exceedingly strong financial acumen
- 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 brand / product / service / industry

Desirable experience

- Catering experience
- Construction Design Management (CDM)
- Experience in special effects

General

- Be an inspiring and energised presence within the studio
- Possess strong instinct to make the right decision based on initiative and experienced problem-solving
- Possess excellent industry contacts within the events world
- Be flexible, supportive 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
- Undertake any other duties as may be reasonably required

Please note, due to the nature of the role you will be expected to work occasional evenings and weekends. 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.

How to apply

If you are interested in applying for this position, please email work@bompasandparr.com with 'Events Director' in the subject heading. Please include the following in your application:

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

Staff benefits

- Profit sharing bonus scheme
- Competitive workplace pension
- Company holiday property
- Team culture outings
- Summer and Christmas studio party
- Early finish every Friday in August
- Increased annual leave after two years of service
- One month paid sabbatical for five years of service

Bompas & Parr is an equal opportunities employer.