

BOMPAS & PARR

Job title: Senior Account Manager

Contract type: Permanent or contract (negotiable)

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

Reports to: Event Director

Salary: Based on experience



Beyond the Waterfall. Photo credit Marcus Peel.

We are looking for Senior Account Manager to join the Events team to be responsible for bringing to life highly creative and ambitious events for a range of clients, brands and sectors. The role will manage the creative development, production, delivery and live operations of events.

The candidate must have at least 5 years' experience in event production and event management and in an agency environment. Some technical production and construction design and build management will be seen favourably. Candidates who do not meet the essential criteria will not be applicable.

Objectives

- Project manage and produce one-of-a-kind events
- End-to-end project management, project planning, reporting, financials and analysis
- Establish project strategies to reduce project risk, issues and costs and ensure feasibility of ideas

- Client and stakeholder management underpinned by strong professional relationship building
- Team management overseeing Project Manager's and Account Executive's across projects

Project and client management

- Build strong relationships with key senior client accounts
- Manage junior members of the team and input into performance reviews
- Manage creative development in line with production capabilities and budget
- Establish the best operational approach for each event
- Create all project administration documents
- Lead project evaluation reviews and produce financial reports and overall project success analysis
- Contribute during new business proposals and pitches

Production

- Source and contract third-party contractors and production suppliers
- Manage contractors and suppliers and ensure we receive the best price and service
- Assist in building Bompas & Parr's preferred supplier list
- Assist in the management of technical production requirements
- Write production briefs
- Draw up H&S plans and risk management reports
- Manage Construction Design Management (CDM) where required

Event management

- Onsite management of multiple suppliers and contractors
- Full onsite management of risks and H&S
- Manage the build, installation and de-rig process and timeline
- Onsite client management

Finance

- Advanced budgeting skills up to £500,000
- Completion of all financial aspects of the project
- Manage multi-event budgets across the entire project life-cycle

Essential experience

- At least five years' managing live events and
- At least five years' client servicing and agency experience
- End-to-end event management, event logistics and live event execution
- Demonstrated account competencies: client focus, accountability for results, attention to detail and professional confidence
- Outstanding operational, process driven and reporting skills
- Experience of working in a creative/design lead environment
- Flawless delivery of client commitments, exceeding client expectations

- High level of self-motivation, discretion, time management, diligence and attention to detail
- Deep knowledge of the events, arts, contemporary culture, hospitality and F&B industry
- Excellent industry contacts within the events world

General

- Be an advocate for creative collaboration and excellence
- Mentor junior members of staff
- Possess excellent presentation skills
- Be innately driven to succeed, optimistic and future focused
- Possess a clear passion and energy for Bompas & Parr
- Undertake any other duties as may be reasonably required
- Be able to speak knowledgeably about all aspects of the work of Bompas & Parr and to support the organisation's principal aims and objectives
- Communicate regularly and effectively with the Directors and to seek support from appropriate staff at the earliest opportunity should problems arise
- Show ownership of achieving personal objectives yourself through positive action

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: The Senior Account Manager will be part of the event team led by the Event Director.

How to apply

If you are interested in applying for this position, please email work@bompasandparr.com with 'Senior Account Manager' 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.

Summary of terms and conditions

- Salary based on experience, paid monthly in arrears
- The contract is a permanent full-time position subject to successful completion of a three-month probationary period
- Notice is two months upon successful completion of the probationary period (one week by either party within probationary period)
- Annual leave of 21.5 days excluding bank holidays (3.5 days required to be taken between Christmas and New Year)
- The post is based in Bompas & Parr's studio in Bermondsey, SE1

Staff benefits

- Profit sharing bonus scheme

- Competitive workplace pension
- Company holiday property
- Team culture outings
- 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.