



EVENT PROJECT MANAGER - AGENCY

Due to continued growth of both virtual and in-person events, a full-time opportunity has arisen at High 5 Events in Bedfordshire for an experienced Event Manager. We are looking for:-

- An enthusiastic 'people person' with a minimum of 2 years in M&IT
- Super organised and self-motivated individual who has a passion for events

This individual will be working on a broad portfolio of B2B and B2C projects internationally for global brands and responsible for leading project delivery. Our portfolio is varied and covers clients within retail, hospitality but mostly pharmaceutical to name a few. Our Event Managers lead the global delivery which includes internal comms events, exhibitions, product launches, conferences and congresses for up to 1000pax, and most projects often have a large production element.

We are a full-service events agency, maintaining the client relationship throughout each project, and therefore providing a bespoke service to our healthcare clients. Each of the Events Team are responsible for project budgets, signing off all supplier contracts, conducting all post event reconciliations as well as leading onsite project delivery logistics and managing onsite delivery teams. In addition, our team ensures full compliance with the company's policies and external pharmaceutical standards. Key responsibilities include:

- Client and stakeholder relationship management
- End-to-end project management of global events
- Managing elements of events including delegate registration, accommodation and / or logistics
- Project programme management
- Directly managing key stakeholder relationships
- Managing internal team project input including design, compliance and production
- Taking initial briefs from the client and pitching concepts directly back
- Delegate management including registrations., travel and accommodation bookings
- Sourcing suppliers / venues and negotiating rates
- Ensuring full compliance with the company's policies and external pharmaceutical standards (EFPIA/ABPI Code and the Physician Payments Sunshine Act).
- Managing internal and external supplier relationships
- Preparing delegate packs and badges
- Onsite or virtual project delivery
- Budget management and reconciliation
- Post event reporting including ROI and feedback surveys

BENEFITS INCLUDE:-

- Hybrid working policy, where 1-3 days per week are required in the office space
- Company related bonus (STE)
- 25 days holiday (excluding bank holidays)
- Time off in lieu for any occasional weekend days worked
- Increased pension contributions
- Other ad-hoc team rewards

The candidate will ideally be based in Herts, Beds or Bucks, although we are flexible, offering WFH opportunities. Job description available upon request.

Please apply to hello@high5events.co.uk; closing date for applications 10th September 2021.