



**Job Description:** EP & Head of Jr Team

**Summary of Role:** To manage Marble LDNs mid level accounts and manage the junior event team at Marble LDN.

**Reports to:** Head of Events (when installed)

**Fixed Remuneration:** £33,000-£35,000 p/a

**Bonus Scheme:** Yes

**Employment type:** Permanent Position

**Start Date:** Oct 2019

**Contact:** Tally at [info@marbleldn.com](mailto:info@marbleldn.com)

### Marble LDN

We are a dynamic, young and fresh events agency which works across the two businesses: Marble LDN and Marble Private.

[Marble LDN](#) works in the commercial (75%) sector and [Marble Private](#) with our private clientele (25%). We are a multi-service agency offering [five core services](#) within the event sector.

### CONTEXT

You will be joining a team of 19 (full time) as a mid-level Event producer and Head of Junior team. We are a fast growing business with a team that has tripled in 12 months.

As Marble is moving in to a new growth phase. As our business expands to cater for our new projects so must our staff. The Jr team are a vital pulse to the Marble body. The high level intricate work taken on by mid level and senior staff is time consuming, skilled and takes intricate concentration. The Jr team are vital in their support role, taking on highly important but more basic level work and allowing the team above to expand in to their roles.

Moreover the Jr team appropriately trained are the mid level and senior level teams of the future. We are a company that prefers home grown promotion over hired in talent.

With the Jr team growing and the above taken into account, we need to make sure that the team are specifically and properly managed, nurtured and grow in their role

### THE ROLE

The role is to primarily to project manage your own accounts with a value up to, and in the arena of, £60 - £200k. These projects will be both in the commercial and private sectors.

The role is broad and covers almost every aspect of event delivery, from creating initial concepts and pitches through to bringing the event together on site, and the event wrap after.

You will be working with an event producer team of 6 as well production and tech teams.

You will also manage the Jr team (defined by any team members with Jr in their role ) and Interns from a higher level management position. By this we mean that you will not running their day to day roles, weekly



1:2:1's and default diaries but taking the lead role in the Jr teams progression, learning, nurturing and management.

You will join the management team and attend the monthly management/ HR meetings. You will work in conjunction with other heads of departments to ensure that their Jr staff are working efficiently, catered for and are gaining the appropriate experience.

You will become the go to for the Jr team for anything they feel their direct manager cannot help them with. You will produce a new bespoke management strategy to get the team together, share insights and thoughts.

## **RESPONSIBILITIES**

### **EVENT PRODUCER**

#### **Pre- Event**

- Handling initial enquiries and closing contracts
- Creating proposals and innovative theming/event solutions.
- Creating project timelines and sticking to deadlines.
- Sourcing and liaising with suppliers, contracts and venues
- Face to face client management
- Attending meetings and site visits
- Working closely with production managers, site and tech managers
- Planning and organising production schedules, load lists, and all other relevant paperwork (H&S,Statements)
- Writing, managing and reporting on budgets
- Handling invoices and payment schedules

#### **During Event**

- To ensure the events produced on site under your jurisdiction are delivered to the highest spec.
- Working alongside a Marble site manager and production manager to run the event production

#### **Post Event**

- Organise and manage event debrief & evaluation

### **Jr MANAGEMENT**

- You will be reporting to Head of Events
- Monthly management/ HR meetings
- Inducting new members or allocating appropriate team member to induct
- You will be responsible for implementing Marble LDNs culture
- You will be a skilled and positive leader with the ability to get the most out of their workforce, reward them, work them and make them feel needed and valued and most of all push their creativity.
- Currently, you will have 5 members in your Jr team.



- You will be expected to manage and grow the Jr Team
- Implement and teach new management initiatives created by management including yourself.

#### **Desired skills**

- At least 3-4 years of experience in managing events
- Proficient use of Windows outline any other programmes
- Proficient use of Windows, Apple Mac.
- Ability to learn or understand SketchUp.
- Good grasp for web based office sharing programmes (Excel)
- Good understanding of Health & Safety

#### **Personal Attributes & Behaviours**

- A confident and articulate verbal and written communicator, can foster strong relationships both internally and externally
- Possesses excellent prioritisation skills, has the foresight to anticipate obstacles and displays tenacity in overcoming them
- Has gravitas and mental agility when presenting solutions
- Takes pride and personal responsibility for maintaining Marble LDN brand

#### **Benefits**

- We offer a competitive salary with a bonus tied to business results
- We offer a stimulating and progressive career with a commitment to train and develop each team member so they remain constantly challenged and inspired to feel valued.
- Personal development is important to us and our culture - we offer training courses and development courses in areas in which you are interested.
- Lunch is provided daily at our cafe