



Junior Event Producer Job Role

Job Description: Junior Event Producer

Fixed Remuneration: Available on request

Bonus Scheme: Yes

Employment type: Permanent Position

Website: www.marbleldn.com

Contact: tally@marbleldn.com

Context

Marble Ldn is an integrated event agency offering 5 core services, including:
Creative Production - Sound Light & Tech - Planning & Design - Project Management - Music

Underpinning all our work is a focus on design, collaboration and sustainability. We bring advanced techniques from other industries that drive our work to new plains.

Marble Ldn is a fast growing integrated event agency. We are malleable and diverse agency that is fixated with bringing finessed product solutions to our clients..

In essence, our suite of services allows us to dedicate more time to the project, streamlining the process, increasing creativity and saving money.

Our core platform is complemented by Marble Music our music curations, talent and booking service and Marble bars our Cocktail service.

Our Clients include: <https://marbleldn.com/our-work/>

History of Marble

Originally three specialist event companies, Marble formed to create an integrated agency with a simple mandate; heighten customer experiences, produce exceptional events and bring about change in our sector.

The Role

The role is to primarily to project manage your own accounts with a value up to, and in the arena of, £60k. These projects will be both in the commercial and private sectors. You will also assist senior event producers on larger projects. You will be working with an event producer team of 6 as well production and tech teams.

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 expected to invest yourself in each Marble LDN production in an articulate way, to ensure content is delivered on time, on schedule and within the brief.

You should be enthusiastic and work well within a team environment and within an organisation that is ever changing and growing.

DAY TO DAY ROLE

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 in order to plan and organise 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

General

- Ensuring client relationships are managed and maintained
- You will be expected to invest yourself in each event in an articulate and creative way, ensuring that you are the key budget holder, problem solver and driving force; ensuring

content is delivered on time and on schedule.

- Building relationships with clients and suppliers
- Scoping and quoting new work
- Develop and push the boundaries within the type of events we deliver.
- To constantly look for new inspiration
- Work with, and manage relationships with our collective of suppliers.
- Ensure our sustainability vision is worked towards in Events.
- You will assist on the larger accounts arranged by the more Snr Marble Event Producers
- Looking for new business through own contacts, suppliers and attending BD meetings

YOU HAVE

- The ability to immerse yourself completely in our brand, systems and processes
- An approach to work that is highly motivating for all team members.
- The ability to manage and prioritise multiple day-to-day tasks while maintaining high quality standards.
- Excellent communication skills.
- Excellent accuracy, attention to detail, organisation and time management skills;
- Excellent writing and presentation skills;
- The ability to liaise with people at all levels;
- You are self-motivated, personable, driven and focused;
- A willingness to work extra hours when required and attend event locations.
- You will have 1-2 years of experience in project managing events

DESIRED SKILLS

- 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

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 of areas which you are interested.
- Your lunch is paid for in house at the Feeding House Café. This equates to up to £2,400 worth of savings for you per year.
- You will gain membership to Perkbox giving you 100's of deals from cinema to health and fitness.