



Job Description: SNR Event Producer

Summary of Role: Acting as a SNR Event Producer for Marble LDN with the ability to lead on key accounts and demonstrate knowledge and experience in producing events in a variety of sectors. As a SNR Event Producer you will also manage members of the more JNR team and play an integral part in maintaining and developing company culture.

Reports to: Carly Lipman, Events Director

Fixed Remuneration: £35,000+

Employment type: Permanent Position

Start Date: March 2020

Contact: Bella at bella@marbleldn.com

Marble LDN

We are an award winning live experience agency which works across the two businesses: Marble LDN and Marble Private.

Marble LDN works in the commercial (90%) sector and Marble Private with our private clientele (10%). We offer five core services, including: Conceptualisation and storytelling - Creative production and design- Sound, Light & Technical production - Project Management - Marble Music, and build experience through design, collaboration and sustainability.

You will be joining a team of 30 (full time). We are a fast growing business with a team that has tripled in 12 months. We are looking for a candidate who would like to be part of this growth and to be a major asset within this evolving integrated agency.

MARBLE LDN

Binding brand, agency and experience.

Marble LDN delivers live experiences for brands and agencies in a multitude of sectors which include tech, media, fashion, wellness, festivals and communication agencies. Throughout the agency our core focus for 2020 is to expand our experience, exhibition and brand strategy proposition. Predominantly with a strong focus on the comms, tech, fin-tech sectors where we see an increase in spend and change in creative marketing attitudes.

MARBLE PRIVATE

Jaw dropping celebrations of every kind

At Marble Private we offer these same core services to private clients. Producing weddings and private events both in the UK and abroad. Within the private sector we will leverage off the recent launch of the Marble Private website and expand our outreach to increase the new and existing client portfolio.



THE ROLE

You will be expected to invest yourself in each production 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.

RESPONSIBILITIES

DAY TO DAY

Budgets and Project Management

- You will manage Marble's largest projects. The ability to lead on key projects with revenue potential of £750,000
- Writing, managing and reporting on budgets
- Experience in client relationships and comfortable with client communication. Including confident to pitch to clients and stakeholders at a variety of levels in person.
- Leading and assisting with creative concepts and design for each event
- Organise and manage event debrief & evaluation
- Ability to work alongside and manage designers, set-builders, carpenters and other creative players when working on a project
- Management of event crew
- Confident and capable of managing suppliers on site
- Good knowledge in event build - set / staging / technical/ joinery
- Planning and organising production schedules and all other relevant paperwork
- Setting and managing project timelines through different departments
- Client meetings and site visits
- Ensure drawings, power plans, ground plans and all other relevant material for each project are produced
- Keeping S&Ps within your department up to date
- Project management skills, able to oversee multiple client accounts
- Skills in managing both Private events and Commercial events
- Ensure our sustainability vision is worked towards in Events

Business Development

- Work alongside BD and marketing teams to secure new pitches coming into Marble that fall under various accounts
- To push Marble's name and brand at every commercial opportunity.

Management

- You will be reporting to The Events Director
- You will be part of the team at Senior level
- Involved in SNR management meeting
- 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.
- Mentor and guide more junior teams in commercial thinking and client service as a point of excellence



- Currently, there are 7 members in your Event Producer team at various levels. You may be required to manage up to 3 members.
- Implement and teach new management initiatives created by management including yourself.
- Actively anticipate problems before they arise, is proactive in raising solutions

Desired skills

- At least 6+ years of experience in Event Producing
- Good grasp for web based office sharing programmes (Word, Excel)
- CAD and/or Sketchup skills desired but not essential
- Driving license desired but not essential
- Beneficial to have experience in project management programs, like teamwork or Monday.com
- Experience of working with artists or companies from overseas
- Fire awareness
- Good understanding of Health and Safety

Culture

Our understanding of the value of events:

- It engages you with your audience, consumer, product or social group in a physical and emotional manner
- They provide a platform to express your brand, personality, thanks and originality
- An event is a sceptical. It provides content from memory, mind, media and the market place.
- Never leave a man down. You're not done until the project is done
- Strive to be the best but never ever at the expense of the team.
- Always engage with others only in the way you would like to be engaged with .
- Good energy and good vibes are the only answer to your day to day challenges .
- Take control, strive to learn .
- Remember you work to live NOT live to work .
- Your responsible for your world .
- Keep current, get out, explore the arts, keep interested.

Benefits

- 25 days holiday. Plus and extra day for each year working at company (capped at 30)
- Incentives on projects over the line
- Commision on projects over the line
- Company bonus, dependant on performance of the company.
- Flexible working environment
- Personal development is important to us and our culture - we offer training courses and development courses of areas which you are interested in.
- Opportunity for 'free' days off between Xmas and NY
- We offer a competitive salary with a bonus tied to business results
- Lunch is provided daily at our cafe equating to over £2,500 annually.