

Job Description – Event Manager

Vacancy

Hours: Starting with 1 guaranteed day per week (7.5 hours) with at least 1 on-site event shift per month on top of this. Potential to increase to 2+ days per week depending on demand.

Reporting to: Managing Director

Based: Remote

Contract: 1 year – fixed term with potential to extend

Salary: £30,000 pro-rata against hours worked.

About Bridge Creative

Bridge Creative is a dynamic non-profit organisation specialising in event services across the UK. We're passionate about promoting inclusivity in the events industry and are dedicated to creating unique, memorable experiences at every event. Our portfolio ranges from local monthly Street Food Markets to large-scale arts, cultural, and music festivals. Our comprehensive services include detailed event planning and management, bespoke design and build services, event staffing, and social responsibility support and training.

For more information, visit our website and read our Event Services brochure at www.bridgecreative.org/events-services.

Job Overview

We are seeking an experienced Event Manager to join our team at Bridge Creative. This role is ideal for someone with a proven track record in event management who is capable of producing detailed event plans, managing on-site logistics, and driving new business opportunities. The role offers the flexibility of remote work, with initial in-office time to familiarise yourself with our team and operations.

Main Duties

Event Planning and Execution

- Produce and follow detailed event plans.
- Submit Safety Advisory Group (SAG) applications and support the production of detailed risk assessments.
- Create and implement comprehensive staffing plans.
- General administrative and logistical tasks related to event planning.

On-Site Management

- Work on-site at events across the UK, overseeing staff teams, traders and contractors, ensuring smooth event execution.

- Onboarding new staff and ensuring all staff who require support to work have the support they need in place through effective shift planning.
- Support the planning and execution of Bridge Creative's own events, including Street Food Markets and Bishop Auckland's Christmas Town.

Logistics and Coordination

- Source and negotiate with traders and contractors.
- Manage relationships with event partners and sponsors.
- Oversee trader and contractor agreements and ensure compliance with legal and insurance requirements.

Marketing and Promotion

- Collaborate with the marketing team to promote events through various channels.
- Support the development of marketing materials and oversee event promotion campaigns.

Business Development

- Ensure exceptional customer service is provided to all clients by building strong, lasting relationships.
- Liaise with event and festival customers to secure contracts.
- Identify and explore new opportunities for delivering events locally and further afield.
- Promote Bridge Creative's mission, vision and values and help raise awareness.

Team Collaboration

- Initially spend time in the office to meet the team and get to know the organisation.
- Maintain regular communication with the team and our partners to ensure alignment and successful event delivery.
- To undertake, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.
- Understand and adhere to Bridge Creative's policies and procedures.

Experience, Knowledge, Qualifications and Skills

- Proven experience in event management, preferably within the festival or large-scale event sectors.
- Strong organisational skills with the ability to produce and manage detailed event plans.
- Excellent communication and interpersonal skills.
- Ability to work independently and remotely, with strong self-motivation.

- A full clean UK driver's license with access to your own vehicle for work, and the ability to travel across the UK for on-site event management.
- Proficiency in managing multiple tasks and projects simultaneously.
- Creative problem-solving skills and the ability to adapt to changing circumstances.
- An understanding of the social model of disability.
- Knowledge of the barriers faced by disabled people when accessing employment.

Personal Characteristics

- A creative 'ideas person' with a proactive, can-do approach to work.
- Excellent communication skills, and able to use a range of communication methods to effectively communicate with people of all abilities.
- Someone who truly wants to make a difference.
- Being a team player is absolutely essential but also being able to work independently.
- Have good moral principles in line with the values of Bridge Creative.
- Exceptional organisational skills including being able to prioritise daily tasks.
- Able to think on your feet to react positively and efficiently to challenging situations.
- Solution-focussed.

Benefits

- Competitive salary with potential for increased hours based on demand.
- Flexible remote working arrangement after the initial onboarding period.
- Opportunity to work on a variety of exciting events across the UK.
- Chance to be a part of a dynamic and growing organisation with a supportive, inclusive team.

Health and Safety

In carrying out the tasks in this job description, it is your duty to take reasonable care for the health and safety of yourself, and of others. This includes understanding the hazards in the workplace, complying with health and safety rules and procedures, and ensuring that anything you do, or fail to do, never puts yourself or others at risk. This includes maintaining a safe and secure environment for the people we support.

How to apply

To apply for this position, please send a CV and covering letter to bridgecreative@outlook.com no later than 5pm on Friday 14th June 2024. We will consider applications as we receive them and may close applications early if we receive enough strong applications for the role.