



Taking your business places

Role	Project Director
Reporting to	Head of Operations
Hours	Full time, permanent, flexible & remote working available Competitive salary, workplace pension scheme

Project Director with First Event

With several new client wins, we are recruiting for a Project Director to join our First Event family!

First Event is a UK leading Event Company that helps teams create incredible events around the globe. This is a great chance with lots of opportunity to help provide further development to a company, which has shown excellent rates of growth over the past few years. In response to the global pandemic, First Event has expanded its offering in innovative online event solutions, including the development of a new Virtual Events department, to deal with demand.

The Project Director role will work across multiple accounts, ensuring that our clients receive an exceptional level of creative & strategic thinking, service and executional implementation at all times.

Main duties and responsibilities

- Full responsibility for managing the event delivery, profitability, direction of special events and working with the Account Director / Client Services Director to encourage account growth.
- The Project Director will be assigned large scale events to plan the event concept using detailed project scheduling as well as manage the execution of the day to day project deliverables. Work with the Head of Operations to resource the team required and oversee throughout the cycle of the project.
- Oversee full event logistics for large scale events including travel, accommodation, content, virtual / hybrid solutions, exhibitions, catering, internal and free-lance team, talent.
- Providing a high standard of client service at all times.
- Manage budgets in excess of £1M including forecasting and currency management.
- Build strong relationships with our internal teams, and source suppliers and partners to ensure the best possible experience and value for money for our clients.
- Negotiate contracts with suppliers to benefit the customer
- Provide effective leadership and direction to your direct reports.
- Be a "Best Practice Ambassador" by helping to implement and follow streamlined, quality practices.



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Qualities, skills and experience

- Previous agency experience including large scale high budget experience, solid understanding of the full event management of UK and Overseas and virtual events.
- Comfortable and confident in communicating, presenting and building relationships at senior levels
- A creative and strategic thinker, able to manage and influence the direction and growth of accounts
- A team player with the ability to communicate to all members of the team and across departments
- Strong organisation and project management skills
- Competent with IT packages and able to learn in house systems
- Process driven

Who we're looking for.

Our First Event Family is a close-knit community dedicated to providing our clients with a seamless service to help them to meet their goals and objectives.

Our events, marketing, design, finance, sales, proposals and flight departments work closely together to create bespoke events that exceed client expectations. We love that our vibrant team is made up of so many different personalities, but our company values sum up the kind of people we're looking for:

Passion | Trust | Unity | Honesty | Commitment | Fun!

These are the values that bring everyone at First Event together, making us a force to be reckoned with, and helping us to deliver the outstanding events we are recognised for.

We are a friendly bunch who work hard whilst having loads of fun along the way! Fancy finding out more?

Please email a copy of your CV and cover letter to careers@firstevent.co.uk