



Taking your business places

Role	Virtual Project Manager
Reporting to	Head of Virtual
Salary	£27,000 - £35,000 depending upon experience
Hours	Full time, permanent, flexible & remote working available Healthcare scheme, workplace pension scheme

Virtual Event Producer with First Event

Our Digital team is growing, along with several new client wins, we are recruiting for a Virtual Project Manager 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 Digital Events department, to deal with demand.

As a Virtual Event Producer, you will support the account team building and delivering virtual events. This will be a fast-paced role which will often require you to work independently - however, you will be part of our growing technical department comprising talented individuals with diverse expertise and experience.

Main duties and responsibilities

- Support the account team in building and delivering successful virtual events
- Provide exceptional pre-event support including delegate and agenda management, collect content, run pre-record sessions and work with editors to produce the final cuts.
- You will be the main point of contact for speakers and deliver the best service to ensure they are comfortable and ready to present.
- Liaising with our Design and Web teams to ensure our and the clients systems are kept up to date including updating event platforms and third party software
- Support the Technical Managers with on-site set-up and robust testing as well as supporting with the delivery of the virtual event and livestreams
- You will have a key focus on meeting the clients event objectives with a focus on how to deliver the best ROI
- Keeping up to date the events project plan to ensure key deliverables are kept on track ahead of and during the event
- Support the Digital team at live event venues to deliver hybrid events



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Qualities, skills and experience

- A Digital native who has experience in using collaborative team management systems such as Asana, Slack, WordPress and webinar/virtual event management systems would be highly desirable.
- Solid technical background
- A team player with the ability to communicate to all members of the team and across departments.
- Natural flair for providing excellent customer service.
- Possess the ability to rise to the challenge of working in a busy, fast-paced environment, dealing with multiple tasks and deadlines on a daily/ weekly basis.
- Competent with IT packages and able to learn in house systems.
- Excellent written and verbal communications skills. Fluent in English – any other languages would be a bonus!

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, digital, 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

No agencies please.