

First Event
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Technical Project Manager

Salary:	£30,000 - £37,000.
Contract Type:	Full time, permanent.
Benefits:	EOT bonus, healthcare scheme, enhanced pension scheme, unlimited holidays, flexible working environment.
Location:	North Leeds office, with fully flexible and remote working.
Reporting to:	Senior Technical Manager.
Line Reports:	None.

Life at First Event

We're one of the UK's leading event companies, and have been for the last 20 years. But no matter how long we've been around, one thing that never gets old is our deep-rooted passion for creating jaw-dropping events all around the world.

First Event is only as good as the people who work here, and you won't find another workplace culture like ours. Whilst a clear strategy is important to the growth of our business, it means nothing without the people that make the magic happen. We are firm believers that our success depends on our people, so we want every single person in the First Event Fam to love what they do and to be proud of the events they create.

That's why in 2021 we decided to become an employee-owned company. This decision not only secured our strong ethos, creative freedom and core values, but also cemented the future independence of our team. Our employee council, made up of members across each department, work closely with our management team to create a fun and encouraging environment that allows us all to flourish and thrive.

So, you want to work for us? Good choice. We quite like it here too. We promise you a warm welcome and some pretty cool perks along the way!

About The Role

At First Event we are renowned for delivering logistically brilliant and strategically impactful events, across a broad spectrum of clients. From conferences and exhibitions to big incentives and digital first events, we are at the forefront of the experience industry.

The role is pivotal in maintaining First Event's reputation for exceptional event experiences. You will be responsible for ensuring client briefs are turned into innovative and seamless AV solutions for their events. You will work closely with clients, suppliers, and internal teams to ensure flawless execution of AV elements across client events from concept to delivery.

It is an exciting time to join the First Event Team as we continue to expand and evolve our client proposition; delivering creative and tech first events with impactful results. Working on events of varying sizes, this role requires a broad understanding of AV equipment and technology, project management skills, high levels of organisation and a passion for delivering experiences through cutting-edge audiovisual technology.

Role Responsibilities

- **Client Consultation and Solution Development:**
 - Collaborate with clients to understand their AV requirements and translate their vision into realistic and innovative AV solutions.
 - Present proposals, budgets, visuals and ideas to clients in calls.
 - Provide expert advice on the latest AV technologies and trends, helping clients and our team to make informed decisions.
- **Technical Briefs and Budgeting:**
 - Create comprehensive technical briefs that outline the AV requirements, equipment specifications, and technical considerations for each event.
 - Develop accurate budgets for all AV aspects of events, considering supplier, internal costs, and any additional expenses.
 - Work with the operations team to ensure these budgets are adhered to and that the AV portion of the event remains profitable.
- **Project Management:**
 - Oversee end-to-end project management of AV aspects for multiple events concurrently, ensuring smooth execution and timely delivery.
 - Coordinate with other teams in the business effectively to integrate AV seamlessly into the overall event production.
 - Ensure all AV and Production Plans as well as content is organised and prepared for on site delivery of the event.
 - Create detailed production plans and ensure all key dates and deadlines are documented.
- **Content Creation:**
 - Collaborate with clients and creative teams to develop engaging and impactful content for AV elements, including videos, animations, and presentations.
 - Ensure that the content functions correctly and is organised ahead of the event.
 - When applicable, create content templates, speaker briefing documents and other event collateral as required.
- **Onsite Delivery:**
 - Supervise the onsite delivery and setup of AV equipment, ensuring adherence to safety protocols and quality standards.
 - Act as the primary point of contact for technical troubleshooting during events, resolving any issues that may arise.
 - Assume the role of show caller, coordinating the timing and execution of AV cues during live events to ensure a seamless experience.
- **Supplier Team Management:**
 - Manage AV suppliers and ensure timely delivery of equipment and services.
 - Lead and supervise the supplier team onsite, providing guidance and support to ensure efficient collaboration and successful execution.
 - Creation of onsite briefing documents and plans for all members of the technical team.

Personal Specification

Required

- Bachelor's degree in a related field (e.g., Audio Engineering, Event Management, Technical Production) or equivalent experience
- Experience in the AV industry working as a senior AV technician or higher
- Broad technical knowledge of AV equipment, systems, and technologies, including audio, lighting, video, and rigging
- The ability to handle multiple projects simultaneously and meet deadlines
- Excellent communication and interpersonal skills, capable of effectively collaborating with clients, suppliers, and internal teams
- Strong problem-solving abilities, with the capacity to think creatively and find innovative solutions to technical challenges
- Flexibility to travel and work onsite during events, including evenings and weekends, as required
- Experience in client facing roles

Desirable

- Experience working in collaboration with an events agency or production company
- Proficiency in 3D visualisation/CAD software
- Proficiency in using media editing software

Our Values

We love that our vibrant team is made up of so many different personalities. No matter how different we are, we're all united by our core First Event values, which sum up the kind of people we're looking for.

These are the values that bring us together, make us a force to be reckoned with and help us deliver the outstanding events we're globally recognised for.



How to Apply

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 to careers@firstevent.co.uk