

First Event  
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EVENT



## Project Director

**Salary:**

£44,000 - £54,000 plus a range of benefits

**Contract Type:**

Full time, permanent

**Benefits:**

EOT bonus, healthcare scheme, enhanced pension scheme, unlimited holidays, flexible working environment

**Location:**

North Leeds office, flexible and remote working available

**Reporting to:**

Assistant Head of Event Operations

# 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. And did we also mention that we are one of The Sunday Times' Best Places to Work?

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

The Project Director plays a pivotal role in overseeing diverse accounts, guaranteeing our clients consistently receive outstanding creative and strategic solutions, unparalleled service, and flawless execution. This role demands a proven track record in global events management and adept client interaction skills.

The ideal candidate brings substantial experience in navigating the intricacies of agency environments and possesses a comprehensive skill set in end-to-end event management.

- Full responsibility for managing the event delivery, profitability, direction of special events and working with the Client Development team to encourage account growth.
- Assigned to large scale events to project manage using detailed project scheduling as well as managing the implementation of the day to day project deliverables.
- Work with the Resource Manager to resource the teams required.
- Project Manage an internal team to oversee the full event logistics for large scale events including travel, accommodation, content, virtual / hybrid solutions, exhibitions, catering, internal and free-lance team, talent.
- Lead on RFP's and new tenders for events over £500k.
- 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.
- Line manage a team - motivating and mentoring direct reports, overseeing their development, holding regular reviews.

# Personal Specification

- 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 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.
- Strong leadership skills.
- Commercial thinker with demonstrable experience of working against and outperforming challenging financial targets.
- Natural flair for providing excellent customer service.
- Strong with Excel, Google Suite, PowerPoint, Salesforce and be able to learn our in-house IT system.

## 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](mailto:careers@firstevent.co.uk)