Event Technology Manager

SALARY	£30,000 - £40,000
CONTRACT	Full-time, permanent
BENEFITS	Enjoy a share in our success with an EOT bonus, healthcare scheme, enhanced pension, unltd holidays, and the freedom of a flexible working environment.
LOCATION	Based in North Leeds, with the flexibility to work remotely or in a way that works best for you.
REPORTING TO	Head of Tech & Innovation

Life at First Event

For over 20 years, we've been one of the UK's leading event agencies, creating bold, unforgettable experiences around the world. If you're passionate about making moments that matter, you'll fit right in.

At First Event, we know our success is built on the people who make it happen. A strong strategy drives growth, but it's our team that brings the vision to life.

That's why, in 2021, we became an employee-owned company – securing our creative freedom, core values, and ensuring our future independence.

We believe every First Eventer should love what they do and be proud of the unforgettable moments they create. Our culture is all about fostering a fun, supportive environment where everyone can thrive.

Oh, and did we mention we're one of The Sunday Times' Best Places to Work?

We positively encourage applications from all individuals irrespective of age, disability, gender, identity, parental or marital status, race, religion and sexual orientation.

So you want to work at First Event?

Good choice.

We quite like it here too. We promise you a warm welcome and some pretty cool perks along the way!

This role sits at the point where technology meets experience.

As Event Technology Manager, you'll help shape and deliver the digital platforms behind our live events from websites and registration to apps, scanning and on site tech. The things that quietly make everything work, and when they work well, no one notices. When they don't, everyone does.

You'll be hands on. Building, configuring, testing and supporting event technology across multiple projects. You won't be doing it alone, you'll work closely with our Head of Technology & Innovation and the wider delivery team but you will own your workstreams and take pride in how smoothly things land.

This role is about taking ownership, improving how things are done, and helping us deliver better, smarter, more joined up event technology over time.

We're looking for someone who's curious by nature. Someone who enjoys pulling things apart, finding better ways of working, and exploring what new tools (including AI) can unlock not for novelty, but for real world impact.

Some travel and on site event support will be part of the role. Seeing your work come to life matters here.

About the role:

Delivering event technology that just works

You'll support the build and day-to-day delivery of event technology platforms, including:

- Event websites
- Registration and ticketing systems
- Event apps
- Badging, scanning and check-in solutions

How to apply: We are a friendly bunch who work hard whilst having loads of fun along the way! Please email a copy of your CV to people@firstevent.co.uk

You'll:

- Build and configure platforms using agreed standards and templates.
- Test thoroughly, so issues are caught early not onsite.
- Spot risks before they become problems, and raise them early.

Improving workflows, automation & quality
Good technology isn't just about tools. It's about flow.

You'll help improve how our systems work together by:

- Supporting end to end workflows across platforms.
- Introducing automation that reduces manual effort and human error.
- Exploring and trialling new tools (including AI-assisted solutions) where they genuinely add value.
- Feeding quality and testing insights back into the wider technical team.

Supporting live event delivery
When events go live, you'll be there to help keep things calm and on track.

That includes:

- Pre-event testing and rehearsals.
- working functionally with other parts of the business, having the ability to connect the needs of the client and project teams through technology, ensuring the communication objectives are delivered through the technology
- On-site technical support when required.
- Working closely with delivery teams and suppliers to resolve issues quickly and confidently.

Data & compliance support
You'll help keep our data clean, accurate and responsibly handled by:

- Supporting data management across event platforms.
- Following GDPR and internal compliance processes.
- Helping document data flows and platform usage.
- Flagging risks early – before they become issues.

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Reporting & insight
Technology should tell a story not just collect numbers.

You'll support:

- Reporting from event platforms.
- Post-event insights covering registration, attendance, engagement and platform performance.
- Continuous improvement through data-led learning.

Collaboration with developers & designers
You'll work alongside freelance developers and UX designers to help turn ideas into working solutions.

This includes:

- Supporting briefs and requirements.
- Reviewing builds against agreed expectations.
- Checking that what's delivered aligns with the intended user experience — not just the spec.

Growing the role (and yourself)
This role is designed to grow alongside you. You'll help shape and evolve our standards, templates and best practice, while keeping documentation clear and useful for the wider team. You'll capture lessons from live events and feed them back into future delivery, constantly looking for ways to do things better. Curiosity is key here whether that's questioning how things are done today, suggesting smarter approaches, or staying close to new technologies, platforms and AI capabilities that can genuinely move our work forward.

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Personal Specifications

Experience supporting or delivering event technology platforms.	An interest in workflows, automation and system improvement.
A solid understanding of data accuracy and basic data protection.	Confidence working with event websites, registration platforms or apps.
A curious, technically minded approach – and a willingness to learn.	Comfort experimenting with new tools (including AI) in a practical way.
Experience with: ○ WordPress ○ Event registration or ticketing platforms ○ Automation or integration tools	Clear, confident communication with internal teams and partners.
Ability to interpret and work with Figma files.	Familiar with Google Workspace and Slack

We would love to hear from candidates who demonstrate awareness of sustainability and contribute to promoting environmentally and socially responsible practices within their role.

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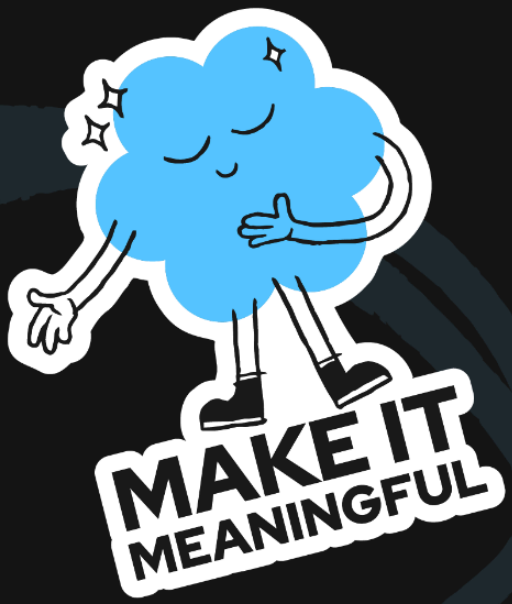
Our Values



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Benefits at First Event

Unlimited holidays

Healthcare scheme, you can claim back on things like dental costs, physiotherapy and massages as well as have access to a 24/7 GP helpline.

Recruitment referral bonus

Enhanced pension and salary sacrifice

EOT Bonus Scheme

Discounts (Sovereign Perks)

Access to a wide range of learning and development opportunities.

Complete flexible working

Salary Sacrifice car scheme

Family friendly policies providing enhanced maternity & adoption pay

Annual social events

Wellbeing - employee assistance programme and gym discounts

Free parking with free EV charging