

FIRST  
EVENT

# Project Executive

## SALARY

£24,785 - £27,000

## CONTRACT

Full-time, permanent

## BENEFITS

Enjoy a share in our success with an EOT bonus, healthcare scheme, enhanced pension, unlted holidays, and the freedom of a flexible working environment.

## LOCATION

Based in North Leeds, working 3 days a week in the office, with flexibility to work remotely as needed.

## REPORTING TO

Senior Project Manager or Project Director



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# 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.

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

## About the role:

We're looking for a Project Executive who thrives in a fast-paced environment, loves getting stuck into logistics, and has a customer-first mindset.

This is an exciting opportunity to join our Event Operations Team, where you'll play a key role in planning and executing small to medium scale events and supporting larger, high-impact projects. From initial briefing through to on-site delivery, you'll help ensure each touchpoint of the attendee journey is smooth, professional, and full of personality!

## Key Responsibilities:

- Relationships are everything. Building and maintaining relationships with customers, suppliers and your co-workers is paramount.
- Be the driving force behind the delegate experience – from registration to post-event follow-up – using tools such as Aventri and WordPress.
- Deliver smaller events from start to finish, taking full ownership of project logistics, seamlessly coordinating everything from travel arrangements to venue coordination.
- Supporting larger-scale productions.
- Manage event budgets of up to £50,000 with accuracy and care.
- Collaborate with clients, suppliers, and internal teams to ensure every event is seamless and on brand.
- Maintain clear communication with stakeholders and keep them updated on progress, timelines, and next steps.
- Create and manage detailed project plans and task lists using Asana.
- Support the preparation and distribution of delegate communications, ensuring timely and clear updates.
- Handle multiple projects simultaneously, maintaining control under pressure and adapting quickly when things change.
- Ensure every project reflects our 'celebrity service' ethos – where the customer always comes first.



# Personal

## Specifications

<p>A positive, proactive attitude – you’re a team player who keeps energy high and morale even higher.</p>	<p>At least 1 year’s experience in an events agency with exposure to UK and international venues.</p>
<p>Confidence in handling budgets and understanding basic financial processes (training on VAT/TOMS/Hotel Billback will be provided).</p>	<p>Excellent communication skills – verbal, written, and listening – with the ability to build trust and rapport quickly.</p>
<p>A calm, solution-focused approach when things change – because they will.</p>	<p>A highly organised and detail-oriented mindset, with the ability to prioritise, multitask and manage deadlines.</p>
<p>Proficiency in Microsoft Office and Google Workspace (Docs, Sheets, Slides).</p>	<p><b>We would love to hear from candidates who demonstrate awareness of sustainability and contribute to promoting environmentally and socially responsible practices within their role</b></p>

# Our Values

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**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](mailto:people@firstevent.co.uk)

# 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**