



FIRST  
EVENT

# Event Technology Manager

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



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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!

This role sits where technology meets experience.

As Event Technology Manager, you'll deliver and support the digital platforms behind our live events – from websites and registration to apps, scanning and onsite tech. You'll build, configure, test and support event technology across multiple projects, working closely with the Head of Technology & Innovation and the wider delivery team while owning your workstreams end to end.

This is a hands-on role focused on ownership, continuous improvement and delivering smarter, more connected event technology. Curiosity is key – especially when exploring new tools and AI that drive real-world impact.

Some travel and onsite event support will be required.

## About the role:

### Event Technology Delivery

#### Build and support event platforms, including:

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

#### You will:

- Configure platforms using agreed standards and templates
- Test thoroughly to prevent onsite issues
- Identify and flag risks early

**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)



## Workflow & Automation Improvement

- Support end-to-end workflows across platforms
- Introduce automation to reduce manual effort and errors
- Explore and trial new tools (including AI) where valuable
- Feed insights back into the technical team

## Live Event Support

- Support pre-event testing and rehearsals
- Provide onsite technical support when required
- Work cross-functionally to align client, project and technology needs
- Resolve issues calmly and efficiently

## Data, Compliance & Reporting

- Support accurate data management across platforms
  - Follow GDPR and internal compliance processes
  - Document data flows and usage
  - Deliver post-event reporting and performance insights
- Use data to inform continuous improvement

## Collaboration & Growth

- Work with developers and designers to deliver user-focused solutions
- Support briefs, review builds and ensure UX alignment
- Help evolve standards, templates and best practice
- Capture and share learnings from live events

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# Personal Specifications



Experience delivering or supporting event technology platforms	Confidence with event websites, registration systems or apps
Understanding of workflows, automation and data accuracy	Familiarity with WordPress, registration/ticketing platforms and integration tools
Ability to interpret Figma files	Clear communication and strong organisational skills
Comfortable using Google Workspace and Slack	Curious, technically minded and eager to learn

## Nice to have

Live event or onsite support experience	Familiarity with APIs, integrations or low-code tools
Experience with reporting or event data analysis	

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**