



Event Manager

About us

Pure Communications Group is an award-winning creative communications agency with engagement at the heart of everything we do. We work in partnership with our clients; to strengthen customer relationships which puts them ahead of the competition; to inspire and engage staff which creates loyalty and commitment, and we build experiential brand awareness campaigns which put companies in the spotlight of their buyers. We deliver these communications strategies by creating experiences through Virtual, Live and Hybrid Events, Digital engagement, experiential engagement, experiential campaigns, and content design.

What does that mean? The Role

We are looking for an experienced and enthusiastic Events Manager to help deliver a wide range of events. The role will involve the full project life cycle of events from brief, pitch, event development to delivery. For smaller events, you will be the client lead and be comfortable being so but you will be equally happy to support more senior staff on larger projects.

This client-facing role requires excellent account management skills to maintain and build client relationships and excellent project management delivery skills. You will deliver and coordinate all aspects of a solution, ensuring they are kept within budget, and you will be comfortable coordinating all technical and production aspects, managing third party production /AV companies, designers, and copywriters.

Responsibilities will include:

- Capturing, interpreting and responding to client briefs
- Work as a member of the events team to plan and produce a variety of events ranging from small executive dinners to larger experiential, press days, product launches and digital campaigns ensuring that they are delivered on time, on budget, and to an excellent standard.
- Identifying appropriate on brand and in budget solutions
- End to end project & budget management
- Managing, briefing and negotiating with suppliers including venues, talent, AV and technical production staff, designers.

About You

You are a passionate about your work, a serial project manager with the ability to multi-task and juggle multiple event production cycles across an international event portfolio and you want to continue to grow your skills within the events industry.

- Your interpersonal and communication skills, simply put, amazing! As is your ability to work under pressure and in compliance with company policies.
- You are an exceptional relationship builder with the ability to communicate well with all levels.
- You enjoy being the key point of contact and information for many invested parties and key stakeholders.
- You proactively keep up to date with industry trends and happenings to ensure all events you produce and programmes you develop and deliver are compelling and relevant.



- You have a passionate approach. You take great pride in your work, with acute attention to creative and practical details,
- You bring a positive can-do attitude to work.
- You have solid administration skills and enjoy being highly organised.
- Finally, you are passionate about corporate communications for stakeholders, employees, B2B or consumers!

Experience

- You will showcase your creativity with examples of engaging themes you have created to fulfil a client brief and wow us your attention to detail and delivery.
- Have a best-in-class methodology for project management A-Z
- You will have good industry contacts, including keynote speaker agencies, AV companies, Creative Designers, Copywriters, and freelancers
- Four years plus experience within a communications, marketing, broadcast, or production agency

Detailed job responsibilities

- Supporting on a number of projects simultaneously, across all service offerings (Virtual, Content, Live & Other) with ability to work in with multiple currency budgets.
- Manage and deliver live and hybrid events in the UK as well as overseas as and when required.
- Manage projects from end to end from client brief, through onsite delivery and final cost reconciliation.
- Produce proposals for both existing and prospective clients and ensure that they reflect the Pure brand in terms of originality, quality, and brand identity. Amongst other things, this will involve researching digital solutions, campaign concepts, virtual platforms, venues, supplier negotiations, site visits, controlling budgets.
- Research, negotiation and management of suppliers including venues, virtual platforms, digital solutions, creatives, venues, production, caterers, décor, ground agents both within the UK and internationally.
- Managing and briefing suppliers including venues, talent, AV and technical production staff, designers as required.
- Ensure that all of your projects meet profitability targets set by the business.
- Manage your project supply chain to ensure you are securing the best negotiated deal at all times with each supplier.
- Liaise with and maintain excellent working relationships with existing supplier base.
- Attending both supplier and client meetings as a representative of the company.
- Oversee the administrative aspect of every client program, including sending out contracts/booking forms, ensuring the appropriate invoices are submitted to clients, ensuring commissions are collected from venues
- Understanding of logistics including travel and accommodation booking.
- Maintaining project plans and schedules.
- Positively contribute to your team and the company, by demonstrating innovation and integrity in your work, setting an example for the more junior team members.



- To supervise, manage guide, oversee and instruct an Events Assistant if required, and to ensure that they are performing the roles of their job description.
- Manage expenses and other finance related tasks within the business.
- Providing general support across the agency