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BASE
Greenheys Lane
Manchester
M15 6LR

FutureEverything: Event and Conference Manager

Job Pack

Job Description

Title: Event and Conference Manager

Reports to: Senior Creative Producer

Available Fee: £6K - £8K depending on number of days available and experience

Contract: To be negotiated, but ideally 30-40 days, allocated as follows: 1 to 2 days per week for the remainder of 2017, 2 days per week January and February 2018, increasing to 12 - 15 days in March 2018.

Office Location: FutureEverything Office, BASE, Manchester Science Park with opportunity for flexible working

Application Deadline: Monday 23rd October, 10am

Application Process: Please submit your CV, Equal Opportunities Form and a short covering letter (300 words max) detailing why you are interesting in the role, and relevant skills and experience to opportunities@futureeverything.org

Interviews: Interviews will be held on Tuesday 31st October / Wednesday 1st November at the FutureEverything Office.

If you would like an informal chat about the role, please contact Helen on 0161 232 4600 to arrange a conversation with Managing Director Andy Stratford.

Main Purpose

The senior creative producer will be responsible for:

- Efficient and effective delivery, with a creative flair, of all operational aspects of the Manchester Smart Cities Showcase 20 - 22 March 2018
- Full operational delivery of the event, with the support of the Assistant Producer
- Devising and managing an operational plan to cover full process from concept to planning and then delivery
- Smooth running event planning, build up, delivery and breakdown
- Working closely with the AV supplier, ensuring exceptional production and management of content
- Working with the Programme Manager to procure suppliers in line with full event requirements.
- Managing the co-ordination of the programme stakeholder group, including Manchester City Council, and other external partners, ensuring effective co-ordination and smooth delivery
- Working with the Digital Communications Officer and relevant external partners to agree a full communications and marketing plan for the full programme
- Ensuring effective control and monitoring of Health and Safety standards



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- Acting as key lead for all sponsorship relationships, to ensure all requirements are met and provide the best possible customer services for our sponsors
- Providing high quality delegate experiences throughout the lead up, and across the three days, ensuring exceptional customer satisfaction at all times
- Contributing to evolving the FutureEverything brand, in line with Business Strategy

Skills and Experience

The criteria below indicate the qualities that are required of the successful applicant:

Essential:

- Able to perform in a fast paced environment, reactive and flexible
- Excellent project management and organisational skills, and attention to detail
- Quick learner and agile multi tasker, able to demonstrate proactive initiative and ability to think critically
- Strong written and verbal communication skills
- Excellent interpersonal and relationship management skills
- Comfortable interacting with senior or executive level stakeholders, and ability to manage multi stakeholder workgroups
- Strong research skills and experience of speaker acquisition
- Experience of co-ordinating similar sized events
- Able to demonstrate strong initiative, and an imaginative and innovative approach
- A positive team player, with a collaborative attitude
- Experience user of Microsoft Office, including, Outlook, Powerpoint and Excel

Ideal candidate profile

- Minimum of 3 years experience in commercial conference planning and operations management
- Excellent written and spoken English
- Eligible to work in the UK
- Health and safety training, with qualification preferable