
Role Profile:	Assistant Event Manager
Responsible to:	Event Managers and Directors
Key Working Relationships:	Event Executives, Event Managers, Directors and Contractual Event Staff
Location:	3D Events Offices, St Helier, Jersey
Contract Type:	Permanent
Hours:	37.5 hours per week
Salary:	Negotiable

Company Overview

3D Events is a professional event management company based in Jersey, Channel Islands and has been passionately designing, promoting and delivering high profile events for over 25 years.

The company aims to create events which: engage communities, generate significant economic impact, promote key messages to audiences, achieve stakeholder support and raise valuable funds for charities.

The business offers a wide range of services in event management, event promotion, event sponsorship, brand activation, team performance and it delivers these services across corporate, public and charitable sectors in the Channel Islands, UK and Europe.

Job Description

3D Events is looking for a dedicated and ambitious Assistant Event Manager to join a small and effective team, as a permanent staff member to provide day to day support to our Event Managers and the wider business.

Job Purpose

As an Assistant Event Manager, you will support the event managers with the administration, planning, promotion and operational delivery of a variety of sporting, public, corporate, community and charitable fundraising events, that include but are not limited to; conferences, seminars, exhibitions, sports events, mass participation events, community events, corporate events, social events and team building events.

You will develop and maintaining positive relationships with event venues, hotels and suppliers and provide excellent client service.

Key Responsibilities

1. Event Support (Planning and Pre event Co-ordination)

- Assist the Event Manager's and Managing Director with day-to-day administrative support, when developing and implementing event projects.
- Research, source and negotiate with contractors, venues and suppliers as required for each event.
- Develop supplier relationships and support with the coordination of suppliers and event logistics. For example, venue, catering, travel.
- Develop strong relationships with key event stakeholders including clients, sponsors, delegates, participants and exhibitors.
- Support with the securing of all relevant event permissions to include: All relevant Licensing Authorities, Parishes and Landowners.
- Provide a friendly and professional meet, greet and welcome service.
- Lead on the planning and delivery of assigned small events under the supervision of the Senior Events Manager / Managing Director.
- Support with the production of detailed event plans and risk assessments
- Assist with the preparation of live events, including collecting and checking equipment / resource from our event stores.
- Assist with room / venue / site set up for events including, décor, furniture configuration and AV as required.
- Prepare related event packs for delegates / participants / exhibitors for each event.
- Assist with event de-rigs and retuning equipment to our stores.
- Co-ordinate information, registration and hospitality desks at live events.

2. Delegate / Participant / Exhibitor Services - (Pre/Post Event)

- Provide comprehensive event administrative support for delegates / participants / exhibitors / Sponsors, who engage with an event via:

- Online event registrations
- Manual bookings
- General Enquiries
- Provide comprehensive communication and support to delegates / participants / exhibitors, who engage with an event via:
 - Telephone
 - Email
 - Social Media
 - Face to Face Meetings

Always aiming for first contact resolution, to enhance the experience for all. Thus, developing and maintaining a healthy knowledge of all events under management is essential.

3. Event Administration

- Assist in the delivery of all events by providing administrative support for the development of events, procurement of suppliers and related live event documentation.
- Assist in the research and promotion of opportunities for sponsorship for all events, distributing sponsorship packages, and ensure that all benefits are delivered in a timely manner.
- Effectively liaise with events stakeholders such as speakers, sponsors, entertainers, athletes and delegates / participants.
- Assist in producing event plans for assigned events, including timelines, venues, suppliers, draft budget and staffing requirements.
- Assist in the production of conference programmes, delegate packs and race information packs, adhering to brand guidelines.
- Provide administrative support at client and stakeholder meetings, including minute taking, agenda collation and meeting set-up.

4. Event Promotion

- Assist Event Manager's with the production of event marketing and communications plans.
- Assist with the creation of creative social media strategies and content for multiple social media channels, managed via hootsuite.
- Liaise with client marketing and communication teams and design agencies where relevant, to assist with publicity and promotion of events.
- Assist with the content generation and management of event websites.
- Assist with the content generation and distribution of event related digital newsletters.

PERSON SPECIFICATION

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications Minimum of 5 GCSE or equivalent including Math and English.	Qualifications A degree or diploma in business, marketing, event management, hotel or catering management, leisure and tourism will be desirable.
Practical Experience & Knowledge Enthusiasm for events and an appreciation of the role they play within business and the wider community.	Practical Experience & Knowledge Previous experience of working on events, in hospitality, in sport and fitness, leisure and tourism will be desirable. Experience working in events and an understanding of event planning and delivery. Understanding of basic budgets, costings and competent mathematical skills. Work experience in an administrative role. Experience of working with / managing third party suppliers Experience of co-ordinating volunteers.
Skills Exceptional communication and customer service skills. Planning and organisational skills, with a particular focus on attention to detail. Ability to work under pressure. Ability to deliver work to a high standard.	Skills Ability to produce and manage budgets. Project management skills; to show consistent hitting of deadlines and milestones. Negotiation skills; when looking for the best rates from venues, suppliers, and contractors.

Ability to work collaboratively and flexibly within a team, as well as work alone on own initiative.	Sales and marketing skills to promote events and attract positive interest from stakeholders.
Technical Abilities Excellent Microsoft Office 365 IT skills.	Technical Abilities An understanding of social media platforms and how they operate. An understanding of event plans, risk management and health and safety for events. General interest in digital marketing and online registration platforms.
Personal Attributes Positive attitude with ability to demonstrate self-motivation and enthusiasm. Approachable, friendly, outgoing and motivated by working towards targets. Proactive approach to all work, with excellent attention to detail, and organisation skills. Ability to work as part of a team and be willing to contribute at every stage of the event lifecycle. Good general problem-solving skills and diplomacy. Good communicator with ability to write clearly and concisely. Willing and able to work on events on weekends and in the evenings, along with general flexibility around the events calendar.	Personal Attributes Time-management skills and the ability to work under pressure to ensure the efficient running of an event. Multi-tasking skills; to ensure effective management of multiple event projects. Ability to prioritize workloads and good time management skills. Full driving license and own transport.

OTHER INFORMATION

ROLE PROFILE

This role overview is intended to provide a broad outline of the duties that may be required and is not intended to be exhaustive. It is subject to review and amendment in consultation with the post holder in order to reflect changes in the organisation and the development / delivery of the services required.

DATA PROTECTION

All applications made in respect of this vacant position within the company will remain confidential. Where an applicant is unsuccessful, their details will be kept for a period of twelve months from date of receipt, where they will be destroyed. Where an applicant is successful the application will be kept on file for a period of three years after the termination of their employment.

3D EVENTS POLICIES AND PROCEDURES

All employees are expected to follow all company policies and procedures.

CONFIDENTIALITY

All employees are under an obligation to ensure that any information that he or she has access to, relating to the 3D Events business is kept confidential.

HEALTH AND SAFETY

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work (Jersey) Law 1989, to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

RISK MANAGEMENT

All employees have a responsibility to identify risks and report these to their line manager. In addition, to report all accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

EQUAL OPPORTUNITIES

3D Events is committed to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

NO SMOKING POLICY

3D Events operates a strict no smoking policy.