JOB DESCRIPTION

Assistant Event Manager

PERMANENT POSITION

Company	3D Events
Job Title	Assistant Event Manager
Contract	Permanent
Location	3D Events offices, St Helier, Jersey, with work at event venues as required
Responsible to	Event Managers and Directors
Key working relationships	Event Executives, Event Managers, Directors, contractual event staff, clients, venues, suppliers, sponsors, delegates, participants and exhibitors
Hours	37.5 hours per week; flexibility required for event delivery, including some evenings and weekends
Salary	Negotiable

Company Overview

3D Events is a professional event management company based in Jersey, Channel Islands. The company designs, promotes and delivers events across the corporate, public and charitable sectors, including sporting, community, fundraising, conference, exhibition and team-building events. Its work aims to engage communities, generate economic impact, communicate key messages, build stakeholder support and raise funds for charities.

Role Purpose

The Assistant Event Manager is an entry level opportunity for someone looking to develop a career in event management and be part of a team delivering exciting, successful and commercially focused live events.

Working alongside and supported by an experienced team of Event Managers and Directors, the post holder will gain hands-on experience across all aspects of event planning and delivery. They will gradually take ownership of defined workstreams and smaller events, developing their skills and confidence through involvement in everything from initial concepts, planning and supplier liaison to event promotion, live delivery and post-event evaluation.

We are looking for someone who brings a positive attitude, creativity, enthusiasm and a well-organised approach to their work. A willingness to learn, get involved and embrace new challenges is more important than having extensive previous experience. The role offers the opportunity to learn from experienced event professionals, build practical project management skills and develop the judgement and confidence needed to progress into an Event Executive position, with further opportunities to develop towards Event Manager.

This is an active event delivery and project development role, rather than a general office administration position. We are looking for someone who is proactive, takes pride in their work, is comfortable working as part of a team and is keen to take on responsibility as they develop. The ability to use initiative, think creatively, anticipate what needs to happen next and find solutions to challenges would be a real advantage. Support and guidance will be provided, but a willingness to step forward, ask questions and make things happen will help someone thrive in the role.

Key Responsibilities

1. Event planning and ownership

- Take responsibility for agreed elements of event projects, maintaining clear actions, deadlines, dependencies and progress updates.
- Lead the planning and delivery of assigned small events under the guidance of an Event Manager or Director, with responsibility increasing as experience and capability develop.
- Contribute to event concepts, formats, schedules and delivery approaches, helping translate client objectives into practical event plans.
- Build and maintain event plans, production schedules, staffing plans, operational checklists and risk assessments; identify gaps and follow up actions before they affect delivery.
- Coordinate the practical requirements of venues, catering, travel, equipment, contractors, access and other event logistics, ensuring arrangements are confirmed and communicated.
- Support event permissions and approvals with Licensing Authorities, Parishes, landowners and other relevant parties, tracking requirements and deadlines.
- Help prepare event sites and venues, oversee agreed set-up and de-rig tasks, and check that equipment, materials and resources are ready and accounted for.
- Identify operational issues early, make sensible decisions within agreed authority and promptly escalate matters involving safety, budget, reputation, client expectations or significant changes.
- Monitor shared inboxes, respond to enquiries promptly and take ownership of each enquiry through to resolution, coordinating with colleagues where required and ensuring nothing is overlooked.

2. Supplier, client and stakeholder relationships

- Develop constructive working relationships with clients, venues, suppliers, sponsors, speakers, entertainers, athletes, exhibitors, delegates, participants and other stakeholders.
- Research and evaluate venues, contractors and suppliers; obtain quotations, compare options and support negotiations to achieve suitable quality, value and reliability.
- Manage agreed supplier communications and follow up commitments, delivery dates, specifications and outstanding actions.
- Communicate confidently and professionally with clients and stakeholders, building a strong understanding of each event and aiming to resolve routine queries at first contact.
- Support sponsor prospecting and fulfilment by helping shape proposals, track commitments and ensure agreed sponsorship benefits are delivered and evidenced.
- Represent 3D Events positively at meetings, site visits and live events, adapting communication to different audiences and handling sensitive matters with discretion.

3. Budgeting, procurement and commercial awareness

- Contribute to event budgets, cost estimates and financial tracking, checking supplier costs and flagging variances or potential overspend promptly.
- Maintain accurate records of quotations, purchase commitments and agreed costs for assigned projects, following company approval and procurement processes.
- Consider value for money, income opportunities, sponsorship deliverables and the financial implications of proposed changes.
- Support post-event reconciliation and reporting by gathering final supplier costs, income information and relevant evidence for review with the Event Manager.

4. Event marketing and audience experience

- Contribute ideas and practical input to event marketing and communications plans, considering target audiences, key messages, channels and deadlines.
- Create or coordinate draft content for event websites, social media, digital newsletters and promotional materials, ensuring information is accurate, engaging and consistent with brand guidelines.
- Liaise with client marketing teams and design agencies to progress agreed promotional activity, seeking approval where required.

- Monitor event information and audience enquiries across relevant channels, identify recurring questions or issues and help improve the attendee experience.
- Support registration, delegate, participant and exhibitor journeys before, during and after events, using feedback to identify opportunities for improvement.

5. Live event delivery and review

- Play an active operational role at live events, coordinating assigned areas such as registration, hospitality, suppliers, volunteers, schedules or participant services.
- Brief and support event staff and volunteers within the scope of the role, ensuring people understand their tasks, timings and escalation routes.
- Monitor event delivery against the plan, respond calmly to changes and help maintain a safe, welcoming and professional environment.
- Collect feedback, attendance information, sponsor evidence, supplier performance notes and other relevant results after events.
- Contribute to post-event debriefs and reports, identifying lessons learned, practical improvements and opportunities for future events.

6. Professional development and progression

- Actively build capability in event planning, project management, budgeting, supplier negotiation, stakeholder management, marketing, risk management and live operations.
- Participate in regular development conversations, training, event debriefs and feedback with managers; turn learning into improvements in subsequent projects.
- Seek appropriate stretch assignments and progressively take responsibility for larger workstreams and more complex events as competence is demonstrated.
- Share knowledge and effective working practices with colleagues and contribute positively to a collaborative, flexible team.

Person Specification

Essential

- Strong written and verbal communication skills, with a confident, professional and customer-focused manner.
- Excellent organisation and planning skills, with the ability to manage competing priorities, maintain momentum and meet deadlines.
- Initiative and sound practical judgement: able to anticipate needs, solve routine problems and know when to seek guidance or escalate.
- Ability to work collaboratively while also taking ownership of tasks and agreed project responsibilities.
- Good general IT skills, including Microsoft Office 365, and confidence working with documents, spreadsheets and digital communication tools.
- A genuine enthusiasm for events and an understanding of the role events can play in business, communities and charitable fundraising.
- Resilience and flexibility when working to tight deadlines and during live events, including availability for some evening and weekend work.
- Attention to detail, diplomacy, reliability and a willingness to learn from feedback.

Desirable

- Experience supporting or delivering events, or experience in hospitality, sport, leisure, tourism, marketing or a client-facing role.
- Experience coordinating suppliers, venues, contractors, volunteers or multiple stakeholders.
- An understanding of event budgets, costings, procurement, sponsorship or commercial decision-making.
- Familiarity with event plans, risk assessments, health and safety, permissions or live-event operations.
- Experience with social media platforms, digital marketing, website content or online registration systems.

- A relevant degree, diploma or other training in event management, business, marketing, hospitality, leisure or tourism.
- Full driving licence and access to transport.

General Expectations and Other Information

- Follow 3D Events policies, procedures and reasonable management instructions, including requirements relating to confidentiality, data protection, equal opportunities and health and safety.
- Identify and report hazards, risks, accidents and incidents promptly, and cooperate with any relevant investigation.
- Handle company, client, supplier, sponsor, attendee and staff information responsibly and confidentially.
- Work flexibly in line with the event calendar. The role may require travel to event venues and occasional evening or weekend work.
- This job description outlines the principal responsibilities of the role and is not exhaustive. Duties may be reviewed in consultation with the post holder to reflect business needs and the individual's development.

Career Development

The Assistant Event Manager role is designed to provide a pathway into an Event Executive position for a person who demonstrates the required capability, judgement and commitment. Development will include progressively greater ownership of event workstreams and smaller events, exposure to budgets and supplier negotiations, involvement in client and stakeholder management, and structured feedback from experienced colleagues. The next step in the career pathway is Event Executive, which can then lead to Event Manager. Progression is based on demonstrated readiness and business requirements; it is not automatic or tied to a fixed timescale