

Senior Event Executive

Salary: Competitive plus benefits

Location: Windsor, Berkshire

Availability: Straight away

Overview:

Penguins is a Creative Event Agency based in Windsor, Berkshire. Given our future growth plans we are now looking for a Senior Events Executive to join the Live team. The right candidate will support our team of Project Managers, Production Managers and Producers in the organisation and delivery of a wide range of events. They will also have the responsibility to oversee the Project Executives within the team.

Key responsibilities include;

- Support and oversee the team of Project Executives within the Live team
- Pre-event research & venue finding (UK and overseas)
- Assisting the Project Lead with writing and research for client proposals
- Supporting the Project Lead in the creation and updating of the onsite running order throughout the life of the project
- Supporting multiple Project Managers at the same time
- Tracking of purchases and costs and raising of supplier POs
- Sourcing and booking of suppliers and creation of supplier contracts once confirmed
- Sourcing event props and entertainment
- Diarising reminders for key milestones detailed in the timeline
- Key contact for any registration and delegate management, to include reporting, cleansing and collating
- Booking of delegate flights and travel
- Printing and collation of onsite delegate packs
- Badge creation, printing and collation
- Pre-event preparation
- Booking of crew and transport

Characteristics

- A team player who enjoys working as part of a team
- Self-motivated with high expectations, standards and determination
- Good listener and communicator
- Ability to support multiple people and adjust behaviours accordingly
- Always aiming for the best results
- The ability to interpret information and explain thought processes
- Attention to detail
- Strong organisational ability

Who we are looking for.....

The candidate must have a proven track record of working within an agency environment and have experience in supporting a team of people all with different personalities

They must have the ability to work under pressure on more than one project at a time.

Confident in using PowerPoint and Excel is essential

The candidate must be willing to work onsite and be able to work unsociable hours away from home if necessary.

We have a very strong company culture where people are passionate, enthusiastic and committed so we are looking for someone who shares these core values.

In return we can provide an excellent working environment where you will be supported and be given training where you can grow and progress your career further within the agency.

If you are interested in applying for the above role please send your CV and a covering email to gemma@penguins.co.uk