Job Description

Job title: Event Project Director
Pay: Competitive salary, negotiable depending on experience.
Location: Nottingham / Birmingham, UK
Job type: Full-time

Company Description:
Quadrant Events is an M&IT award winning dynamic and fast-paced creative event production company with branches in Birmingham and Nottingham, renowned for our flawless event delivery.
Committed to exceeding expectations and creating unforgettable experiences for a wide portfolio of clients, we are seeking an organised and motivated Communication & Marketing Manager to join our team.

Job Description:
A senior role within the business, the Event Project Director will play a pivotal role in successfully delivering a diverse portfolio of corporate events, ensuring excellence from concept to delivery. This position involves developing strong client relationships to drive organic account growth while providing innovative solutions to meet varied event briefs.
Collaborating with the Account Management Team, the Event Project Director will develop compelling proposals and pitches, liaise with internal departments such as production and creative teams, and coordinate external suppliers.
With accountability for the seamless operational and logistical delivery of projects, this role also requires effective creative pre-production planning and on-site leadership to guarantee the successful delivery of each event.

Key Responsibilities:

Client Development:

- Actively engage with clients to understand their objectives and preferences, ensuring a strong, trusting partnership where the client feels valued and understood, instilling complete confidence in your expertise and ability to deliver creative event solutions that align with their vision.
- Prioritise the client experience by adopting a customer-centric mindset, ensuring their needs and expectations are at the forefront of all planning and event delivery processes.

- Analyse client needs and industry trends to uncover opportunities for organic account growth, proposing innovative services and event concepts that align with clients' evolving goals.
- Establish open communication with clients, providing timely updates on project progress, addressing concerns promptly, and ensuring a clear understanding of all event details and expectations.
- Support debriefs after each event to gather feedback and insights, demonstrating commitment to continuous improvement and ensuring long-term relationships.

Proposal Development:

- Collaborate closely with the account management team to analyse and interpret complex event briefs. Devise and present creative, tailored proposals that effectively address client requirements and expectations, showcasing innovative concepts and creative solutions.
- Utilise your experience and skill set to convey compelling and inventive creative solutions during the proposal stage. Articulate ideas clearly and think creatively to meet and exceed client objectives, ensuring that proposals not only deliver to requirements but also inspire and engage clients.
- Act as a vital resource for the account management team by providing insights, creative recommendations, and assistance in the proposal development process. Support to ensure that proposals not only reflect the client's vision but also adhere to project objectives and are commercially viable.
- Engage with various internal teams, including creative, logistics and technical production, to ensure comprehensive and detailed proposals. Support a collaborative culture where ideas are freely shared, enhancing the overall quality and impact of each proposal.
- Be receptive to feedback from both clients and team members, adapting proposals accordingly to refine and improve concepts. This approach ensures that the final submission is not only innovative but also aligned with client needs and is operationally feasible.

Operational Event Production:

- Provide a customer centric approach in everything you do, be known to our clients as having a passion to deliver quality and outstanding

customer service. Ensure that every event aligns with client expectations by demonstrating a clear understanding of their needs and incorporating their feedback throughout the planning and production process.

- Prioritise quality, safety and sustainability in all event delivery by following and adhering to our ISO standards.
- Design and deliver events that are accessible and inclusive for all. Embrace diversity in event planning, ensuring that every aspect caters to various audiences.
- Take complete ownership of the event from inception to completion. Develop comprehensive plans that include timelines, logistics, budgeting, and risk management strategies, ensuring every detail is meticulously considered.
- Oversee and coordinate the efforts of the project team, ensuring seamless collaboration across all areas of logistical management, creative and technical production. Ensure leadership and effective communication within the team to address challenges promptly and keep the project on track.
- Collaborate closely with the creative team to meticulously collate and manage all event content, ensuring it is cohesive and aligned with the event objectives. This involves developing comprehensive content schedules and supporting clients managing event agendas.
- Actively support clients in making their event sessions more interactive, utilising audience engagement tools and techniques to deliver key messages effectively that will ensure a bigger impact for all attendees.
- Produce detailed show call documents that clearly outline the event flow and ensure all show assets are ready, organized and prepared for rehearsals and event delivery.
- Understand the technical production aspects of a project, including audio-visual setups, staging, lighting, and other technical requirements. Collaborate with the Technical Project Manager to ensure that all technical services align with the event requirements. Recognise what high quality in this area looks like and support the technical team in producing high-quality events.
- Advise and support clients on all event logistics and recommend the best solutions for their events. This includes oversight of pre-event delegate registration, selecting appropriate event platforms, overseeing venue

management, and onsite event logistics. The Project Director will lead a project team for day-to-day operations in this area but they must have a good level of understanding to guide and lead the client and internal team confidently.

Onsite Leadership:

- Lead and manage the event on-site, providing clear direction to teams and ensuring that all details are delivered flawlessly.
- Manage all main event stakeholders and speakers, ensuring they have everything they need to successfully deliver their agenda sessions. This includes pre-event briefings to align objectives, expectations, and session information.
- Maintain open lines of communication with stakeholders to address any last-minute needs or adjustments, ensuring they feel supported and empowered throughout the event.
- Facilitate smooth transitions between sessions by coordinating logistics, managing timing, and troubleshooting any issues that may arise.
- Address any challenges that arise with composure and effectiveness, ensuring a seamless event experience for both clients and attendees.
- Gather feedback from speakers and stakeholders during the event to continuously improve the experience and ensure alignment with the event's goals.
- Using a customer-centric approach, provide comprehensive support that instills confidence in the client, ensuring they feel secure and well-cared for.

Role Requirements:

Essential

- You will have been in a corporate event management role for 8-12+ years and most likely these will have been at a senior level and with experience in a similar role
- Demonstrable experience in the leadership and delivery of a wide range of corporate events for blue-chip clients and board-level stakeholders, ideally within an agency environment
- Highly organised, detail-oriented, and strategic
- Collaborative leadership style with a hands-on mindset
- Resilient, adaptable, and solutions-focused

- A Degree in Event Management, Marketing, Communications, or related field, or equivalent professional experience

What We Can Offer You:
Competitive salary
Progression opportunities
Employee awards & development programmes
33-days annual leave (Including Bank Holidays and Christmas & New Year's shutdown)
Annual company profit share scheme
Pension scheme with advisor services
Private health & wellbeing cover
4x salary death in service insurance
Cycle to work scheme / Car salary sacrifice scheme