

Event Project Managers

Glasgows are one of the country's leading event management companies with a wide client portfolio but specialising in the organisation of central government and public sector events. We organise a wide range of events from conferences to awards ceremonies and consultation meetings to AGMs.

We currently have two vacancies for experienced Event Project Managers to join our busy Event Projects Team.

To join our team, you must be an articulate and confident individual with exceptional organisational and time management skills, proven within the field of event management.

You will be required to manage events from initial brief through to final delivery, dealing closely with clients and ensuring their requirements are met to the highest quality standards. Consequently you will need to have well developed, and proven, 'people management skills' and an excellent knowledge/understanding of client/contractor relationships.

You will be directly involved in or, will deliver with support from other team members:

- Full client liaison
- On site event management
- Deadline planning
- Venue searching
- Site visits
- Venue booking and commission negotiation
- Catering organisation
- Delegate registration
- H & S and Risk Assessment
- Database management
- Audio visual coordination
- Slide and presentation production
- Set design
- Supporting exhibitions
- Interactive event technology
- Design and print
- Photography
- Speaker booking and liaison
- Identifying and booking entertainment
- Preparing tender proposals and pitches
- Budget preparation and job costing
- Quality analysis

This is an exciting opportunity for the right person with a proven track record in an agency or corporate environment where you have been running your own events. However, it is not a traditional '9–5' job and you must be flexible and a strong team player. You will also need stamina! Our events are held at locations across the UK and the ability to travel and stay overnight on occasions, is prerequisite. A full, clean UK driving license is essential.

The positions carry an excellent package, including salary (depending on experience), company car allowance, life and healthcare insurance, bonus, and contributory pension scheme. The posts will be based from our main offices in Preston.

If you think you are the person we are looking for, please email your detailed CV, including the names of two referees from present/previous employment and current salary details to g@glasgows.co.uk

All applications will be treated with confidentiality.