



Gladiator Events Ltd

Event Manager Role: 2017

Gladiator Events Ltd is looking for an Event Manager to deliver its busy schedule of events in 2017, commencing June 2017. The role will be varied, high paced and extremely rewarding. We are looking for a self-motivated Event Manager experienced in operating Mass Participation events, and with an understanding of the opportunities and challenges with working in a young and expanding Start-Up Business.

The Company

Our goal is to create unique experiences that inspire people to get outdoors and maintain a healthy lifestyle. We strongly believe that everyone can find fitness fun, and we are making this a reality by producing exciting events that everyone can enjoy, regardless of their fitness level.

Our 2017 calendar of events runs from May until September, during which time we will hold ten mass-participation events.

Role	Event Manager
Reports to	Director
Direct Reports	Interns (on an ad hoc basis)
Key Contacts	Internal: Event Day Staff, Course Team External: Charity & Corporate Clients, Event suppliers, Registration management team, Marketing Agency, Design and web management agencies, Event participants.
Location	Chiswick, West London
Salary	£28,000 - £30,000 p.a. depending on experience
Start Date	Beginning June 2017
Length of Term	6 months, full time, with opportunity to extend contract at end of term

The current portfolio of Gladiator Events is as follows:

- [The Gauntlet Games](#): a 5km and 10km Obstacle Race run throughout the year in seven different UK locations. This event supports a number of UK charities.
- [The Muddy Dog Challenge](#): the UK's first Obstacle Race for dogs and their owners, supporting Battersea Dogs & Cats Home.
- [Push it for The Peace](#): an Obstacle Race raising funds for The Peace Hospice.

Role Purpose

The Event Manager will be responsible for preparing and executing all our 2017 events professionally, on time, within budget and to client expectations.

- Typical working hours are 37.5 hours per week
- The role will demand working for at least ten weekends across the summer months. Days in lieu will be given back for weekend work.
- The role will involve some van driving and warehouse / equipment management.
- The role holder must be comfortable working both independently and as part of a larger events team at different stages.

Key Accountabilities

- Managing a varied portfolio of events, from planning to post-event analysis.
- Management of event budgets
- Managing our online event registration system
- Supplier negotiation and management



- Recruitment of casual staff
- Full management of event during build, event day and breakdown, to include management of all staff, suppliers and participants.
- Pitching for new business and researching new events for clients, delivering detailed and professional proposals.
- Warehouse Management
- Logistics Management to include coordination of all event kit transportation.
- Managing our Marketing activity, to include creating and managing innovative social media campaigns and PR campaigns, with the assistance of our Marketing Interns.
- Assisting with any other activity required by the Director to ensure the successful execution of all events.
- Managing a team of up to three Interns in the office, and managing all staff during event time.

Personal Characteristics

The successful candidate will:

- Have an energetic and lively personality, with the ability to motivate and inspire others
- Have a genuine passion for outdoor events and activities
- Be a perfectionist who strives to exceed expectations with events
- Have strong interpersonal skills with a wide variety of audiences
- Have a flexible approach to working hours
- Have the ability to remain calm under pressure
- Have a knowledge of the third sector and the Obstacle Racing Industry
- Be self-motivated and able to work independently

Knowledge / Skills / Experience:

- Previous experience of managing mass-participation events (minimum two years preferred)
- Varied supplier liaison experience
- Proven experience of successfully managing event budgets
- Event Marketing experience and a good knowledge of social media Marketing, across Facebook, Twitter, Instagram and Snapchat
- Good knowledge of Microsoft Office, particularly Word, Excel and Outlook
- Full UK Driver's Licence
- Excellent written and verbal communication skills
- Excellent time management
- Excellent attention to detail

This is a fantastic opportunity to join a young and rapidly growing Event Management Company in the exciting Obstacle Racing Industry.

How to Apply:

Please send a CV and Covering letter to Sarah King at sarah@gladiatorevents.co.uk.