



## SENIOR EVENT LOGISTICS MANAGER

### Job Overview

This is a senior role within the Logistics Department. You will plan, co-ordinate and deliver a series of live events for our clients in the UK and overseas. You will be involved in all aspects of Event Management and Logistics across client events. The role will involve UK and International travel. Strata offer a flexible working approach with the flexibility to work from home 2 -3 days per week.

### Reports to

Alison Franklin – Head of Event Logistics

### Key Responsibilities

#### Project management

- To manage the full end to end delivery of Logistical based events or be responsible for all Logistics elements of a full service project
- Interpretation and delivery of the client's brief through compelling, creative and thorough proposals
- Liaison with clients on a project by project basis to implement their requirements with an ability to challenge and suggest alternatives as necessary
- To work closely with the nominated team of core staff and freelance crew
- Communication with the Account Manager/Account Director – ensure cohesion with client objectives
- Good clear communication with clients and other agencies– telephone, Teams calls, email, contact reports, production schedules and attending meetings. Clear actions and deadlines
- Sourcing, negotiating, contracting and managing venues
- Catering management, travel (including group aviation and charter aircraft)
- Delegate management
- Preparation and ongoing management of budgets in multiple currencies, ensuring 100% accuracy and fluctuations are justified
- To monitor project costs against agreed plans and ensure project profitability
- Preparation of onsite schedules, working docs and critical paths
- To liaise with other departments (e.g. Technical, Warehouse, Operations) within Strata ensuring that schedules and values are met
- Liaising with suppliers – briefing, negotiating and ensuring deadlines and budgets are met
- Leadership of the onsite team ensuring the delivery of the event is seamless and exceeds the client's expectations



- To ensure that all stakeholders – clients, speakers, crew are well looked after on site and dealt with professionally
- Facilitate the development of Event Apps where necessary, ensuring quality content and working with the client to ensure that the App is utilised throughout the event
- Preparing and collating all Health & Safety and Crisis Management documentation to ensure proactive and thorough disaster recovery is in place for all events
- Ensuring Quality Management of the project from start to finish, to ISO9001 standards
- Record and communicate planning updates to the Project Lead or Account Director during the delivery phases of the project, including any project changes

#### **Brief taking and pitching**

- To work on proposals and pitches in conjunction with the Account team and specialist service departments within Strata
- Writing elements of the pitch
- Confidently participate in face to face pitches for new business should the need arise

#### **Reconciliation and post event**

- Ensure projects are reconciled and information is passed in a timely fashion to Finance, for billing
- Manage internal and external debriefs for the purposes of review and continual improvement
- Help to develop client relationships to encourage organic growth of accounts
- Knowledge sharing: encourage information and learnings are shared amongst the team from an operational, technical, content and venue perspective
- Manage the post event administrative process, including working with the Marketing function to create a case study

#### **Creative**

- Encourage broadminded thinking and open creative approaches
- Keep abreast of and research new approaches to present to clients and the wider Strata team

#### **External**

- To ensure an excellent level of customer service and to anticipate client requirements at meetings, on site and location
- Be the gatekeeper at all times for compliance, ensuring the high standards of the events are met but within the requisite guidelines
- To uphold good production values on-site and location
- To monitor the quality of all client deliverables



- To develop client relationships where appropriate
- To be a good ambassador for the Company
- To promote the sale of other Strata products e.g., Digital, Creative Services

### **The Person**

- Educated to degree level or equivalent
- Creative, commercially minded and excited by the challenges of delivering quality event experiences
- At least 8 years' experience of delivering complex, logistical corporate events as well as the ability to take ownership of simultaneous projects

### **Key qualities and characteristics**

- Lead by example, operating to an exceptional level of delivery and demand this from all members of the project team.
- Demonstrate the ability to manage multiple projects, clients and deadlines in a calm and composed manner.
- Demonstrate agility and flexibility
- Excellent eye for detail
- A confident communicator, both verbally and in writing
- An ability to build long term, mutually beneficial relationships
- Budget management and commercial acumen
- A strong client service ethic
- Resilience and stamina to sustain performance when under pressure to deliver to a deadline or in the face of demanding customer requirements
- An ability and willingness to travel. This new role requires extensive travel, site inspections and working onsite
- Must be enthusiastic and passionate about events!

To apply send your CV to [jobs@stratacreate.com](mailto:jobs@stratacreate.com)