



Event Logistics Manager

Job Overview

We are seeking an experienced Event Logistics Manager to join the team and play a central role across a range of Logistic based projects. You will plan, co-ordinate and deliver a series of live events for our clients in the UK and overseas. 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 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 Logistics 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 Logistics onsite team ensuring the delivery of the event is seamless and exceeds the client's expectations
- 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
- Contribute to elements of the pitch
- Confidently participate in face to face presentations 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
- Actively participate in internal and external debriefs for the purposes of review and continual improvement
- 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
- To uphold good production values on-site and location
- 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 4 years' experience of delivering complex, logistical corporate events with an agency environment

Key qualities and characteristics

- Lead by example, operating to an exceptional level of delivery
- 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 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