

We have an exciting opportunity for Freelance Event Managers to join our growing business.

Job Title: Freelance Event Manager

Locations: Provision HQ – Verwood, Dorset, BH31 6BE

- Events across Europe, the USA and the Middle East

Salary: £100 - £150 per day + Benefits (listed below)

About Provision Events:

Since 2004 Provision Events has worked with major brands, governing bodies, marketing agencies and rights holders to maximize their assets at every event.

Provision are experts in the world of sport activation and with a network of offices across the UK, The USA and The Middle East PROVISION are well positioned to deliver in all international markets.

Golf is our heritage, but since launching in 2004 Provision Events has worked in football, rugby, tennis, cricket, and motorsports.

Provision activations have appeared at the world's most high-profile events including The Olympics, The Ryder Cup, European and PGA Tour events, The Wimbledon Championships. The British Open and The Hong Kong 7s.

Our reputation is built on the understanding that the event 'must happen without fail'. Our strategic planning allows for all eventualities and our team's work ethic underpins everything we do as a business. We will get the job done - no matter what.

About You

- A sports minded pro-active, self-starter who is flexible and calm in a fast-paced, ever changing environment.
- Confident and challenging, always looking to do better.
- Straight talking and honest – a person that considers and respects those around you.

The Role

- We are seeking Freelance Event Managers to join the Provision Team to help deliver our fan experiences at international sporting events
- You will be working with a team to manage the event from the build stage through to live activity and then breakdown of an event – under the direction of the Production Manager team for different events and campaigns
- You and the team will be responsible for the logistics, installation, on-site management, client and venue liaison and live event management of a differing range of events.
- You may be working as part of a team, under a Senior Event Manager or (once experienced) be directly responsible for managing the event and any staff appointed to report into you

- You may be trained in the run up to the event by a Senior Event Manager or the Production Manager. Or, you may be responsible for delivering training to a team which report into you.
- You may be part of daily briefs and de-briefs with the team to understand what worked well / needs improving and looking to resolve any issues or concern – working with the Provision Head Office team to do so.
- If you are the Senior Event Manager on a job, you are responsible for managing breaks and a rota – this may include volunteers or client staff that have been provided
- Some jobs you may be required to just build and breakdown pre and post event, but other jobs you may be required to deliver the live activations too and being consumer facing
- You will be required to feedback key results, anecdotal feedback, and other reporting data.
- Using our finance systems, you will be responsible for submitting all expenses when on site.
- Pre event – you may be asked to support in the warehouse, packing everything up ahead of the event. Then post event, you may be required to help transfer kit back into the warehouse properly
- The role is freelance and therefore we cannot commit to a minimum amount of work, however our current team of Event Managers work for a minimum of 10 months of the year and our business is going through a period of growth in all territories we operate in

Requirements

The Freelance Event Manager will be working with our clients and their customers during the events so needs to be customer focused and be able to communicate at all levels.

- Must be confident and any event is experience in building and managing events is a bonus but not essential.
- The successful applicant will be required to be physically fit as there will be manual work to build the event and have good practical communication and interpersonal skills.
- You might be required to travel worldwide to build and deliver the events.
- Self-motivated and committed to get the job done to exact standards with tight deadlines, and difficult conditions.
- Good listening skills, to fully understand the requirements of each job, particularly when verbally briefed.
- Flexible attitude to working away from home and the ability to adapt quickly to changing demands and situations.
- Having worked in the sports and/or events industry or a customer facing environment is an advantage but is not essential.
- You must hold a valid UK driving licence and be a confident driver overseas and have the ability to drive a sprinter van as a minimum.
- You must be prepared to work out of normal hours and at weekends.
- Overseas experience is desired but not essential.
- The ability to live and work away from home for extended periods of up to 3 months, sometimes with unsociable hours.

Benefits:

- Career progression opportunities
- Opportunity to become a permanent member of the team when opportunities become available.
- We will provide the tools and training you need to fulfil the role.
- Travel, uniform, accommodation, and meal expenses will be covered if working away from home.

Next Steps:

To apply for our vacancy for a Freelance Event Manager, please click on Apply and upload a copy of your CV.

We look forward to hearing from you.