

Event Manager - Northern Beaches Events Agency



SYNERGY
E F F E C T

About Us

We provide high-end event services, both live and virtual, for corporate clients across a range of industries, from cosmetic pharmaceuticals to building products, legal to financial advisors. We like to stand out from the crowd, always looking for innovation and breaking ground in this new world. It's a fast-paced environment where we strive to deliver events we are proud of, whether a multi-day, multi-site virtual conference, an in-person awards event or an international travel incentive trip.

About You

Do you have the following attributes?

- A professional disposition
- Exceptional client service skills
- Highly organised, with great time management skills
- Strong verbal and written communication skills
- Ability to work both independently and as part of a team
- Self-motivated, solution oriented, takes responsibility and demonstrates a high level of initiative
- Extremely strong attention to detail and accuracy
- Computer literacy in MS Office suite (familiarity with Mac a bonus)
- A minimum of 5 years' experience in a similar role, capability including virtual events experience
- Experience using EventsAIR software or similar
- A great sense of humour - work is important but so is fun!

The role in more detail

As event manager, you are an integral part of the client creative and solution development responsibilities including: pre-event consultation and planning, agenda development, guest experience, event promotion and registration, logistics, budget management, etc.

You will be working as part of a team of professionals and be one of the primary points of client contact. The role requires a 'can-do' attitude with a willingness to pitch in where needed.

Event Design, Strategy and Project Management

- ✓ Providing an enhanced experience to Synergy Effect's clients and their attendees, including design and development of client solutions include such as:
- ✓ Actively participate and contribute in discussions ensuring client's program goals and success metrics are met design for execution of events - either live, online or hybrid ensuring the best customer experience delivered
- ✓ Client management - keeping project on track, establishing a great relationship with clients and managing expectations with timeframes and deliverables.
- ✓ Virtual set development - briefing and management of an innovating brand solution utilising our team of suppliers and seeking new solutions as needed
- ✓ Pre production/content management for creation and delivery of event related content eg graphics, briefing video production, storyboarding and project management
- ✓ Create and maintain collaborative customer documentation eg meetings/communications, and ROI expectations

Online/hybrid event development which often is delivered through our e:volve events portal, comprising EventsAir (including OnAir and Exhibitor modules) and a range of other platforms, pending client brief.

This includes the design, creation and management of:

- Event websites/microsites
- Online registration sites
- Delegate communications - invitations, confirmation emails, online agreements
- Session and post-event evaluations
- Ongoing delegate management
- Travel and accommodation modules
- Providing technical support and guidance during project implementations
- Program rollout
- Event reporting - de-brief and strategic review of success metrics.

For in person events, responsibilities will include, but are not limited to:

- Supplier and venue research
- Supplier sourcing, negotiation and contracting
- Budget management
- Liaise with our Travel Desk on delegate travel, accommodation and transfer arrangements
- Managing hotel rooming lists
- Managing flight and transfer manifests
- Creating and distributing delegate communications
- Managing post-production of digital content
- Event run sheets
- Post-event evaluations, analysis and reporting of responses
- From time to time you will be required to assist on site which may involve interstate or international travel (Covid permitting).

What do you get in return?

- Full time commitment after probationary period
- Great workmates in a small team that cares
- A dynamic role in a growing business in a fast-paced industry
- Wide range of duties
- Salary dependent on experience
- Work for a company that puts people first and a team that loves what they do (and laughs way too much!)

Office located just off Pittwater Road, North Manly

Start date: ASAP (by early March)

Applications close 19th February 2021

If this excites you, please get in touch with your resumé and cover letter to ruth@synergyeffect.com.au explaining why you would be a great candidate!

Our website is: www.synergyeffect.com.au.