

Full-Time Event Manager

POSITION	Full time Event Manager
REPORTS TO	Creative Director
ORGANISATION RELATIONSHIPS	Creative Director, Head Chef, Casual Event Coordinator, In House florist, Hospitality Team, Event suppliers, Venues and Clients
LOCATION	Out in the Paddock office and other sites as needed. Flexibility to work from home is available.
TERM	12 month contract position
HOURS	Minimum 30 hours per week including on-site event management

About Out in the Paddock

Out in the Paddock is a full-service event agency which takes care of curating, catering and managing private and corporate events, brand activations and weddings in South Australia. We pride ourselves on providing bespoke events, catered and styled to our client's objectives.

With an in-house event, styling, floral and culinary team we 'do it all'. We don't just create events. We create art, experiences and memories.

Position Summary

The Event Manager is responsible for coordinating and managing multiple events in the lead up to and on the day of the event. The Event Manager will work with the Creative Director and Out in the Paddock clients (directly or indirectly) to take an event from concept to reality. This will include taking on our in-house event management process of client briefing, concept creation, proposal development, event production and budget management, staff briefings and on the day event management.

The role will work with a range of indoor and outdoor venues in SA, and with a number of suppliers and stakeholders to deliver a successful event for our clients.

The Event Manager work on producing multiple events per week with the Creative Director, from weddings to corporate and private functions. It is a dynamic, creative and rewarding opportunity for a proactive and highly organised individual!

Key Responsibilities:

- Client liaison and proposal development
- Working with the Creative Director to curate and design a unique event style for each event (right down to selecting the colour of the crockery!)
- Project management and operational coordination of events, from planning to execution
- Utilising your organisational and time management skills to develop and manage an event schedule, site plan and budget
- Booking and managing event vendors and suppliers
- Hiring and managing hospitality staff for the event as required

- Conducting event briefings with the Out in the Paddock team
- On the day event management (some out of hours and weekend work will be required)

Skills & Experience

Essential;

- Demonstrated experience in the successful planning, coordination and delivery of a range of events
- Outstanding communication and relationship management skills with a diverse number of stakeholders
- Detail oriented, with a passion for the logistical coordination of an event
- Flexibility to work out of hours and on weekends at events
- Analytical, solutions focussed problem solver

Desirable;

- Demonstrated experience working with some of key South Australia's major event suppliers from furniture hire to AV and lighting production
- Project management skills
- Proven budget management skills
- Computer savvy, including skills in using Google Workspace and Adobe suite would be a bonus
- Experience in graphic design, signage and print production for events or marketing campaigns
- Experience in event or interior styling desirable but not essential

Personal Attributes

- Enjoys and effectively works autonomously and within a team
- Creative with excellent attention to detail
- Ability to interact, liaise, negotiate and communicate effectively with a broad range of people, both internal and external to the company in a professional manner
- Adaptable and able to cope with high pressure situations and competing deadlines