



Job Title: Assistant Event Manager

Company Overview:

Join PNP Events Ltd, a premier events company known for delivering exceptional and memorable family experiences. We are currently seeking a motivated and detail-oriented individual to join our team as a freelance Assistant Event Manager. If you have a passion for delivering seamless events and thrive in a fast-paced environment, we invite you to apply and contribute to the success of our magical events.

Position Overview:

As an Assistant Event Manager, you will play a crucial role in the planning, coordination, and execution of the event. Working closely with the Event Manager and cross-functional teams, you will ensure that every detail is meticulously handled to exceed customer expectations. This is an exciting opportunity for someone with excellent organizational skills and a passion for the events industry. Day Rate £200-£250 depending on experience.

Key Responsibilities

Event Planning and Coordination:

- Liaising extensively with the Event Manager assisting in the planning and coordination of events from conception to completion.
- Collaborate with vendors, suppliers, and internal teams to ensure all elements align with event objectives.

Logistics Management:

- Coordinate logistics, including, but not limited to venue selection, transportation, catering and any staffing requirements.
- Manage event timelines and ensure all components run smoothly on the day of the event.

Communication:

- Serve as a point of contact for staff, addressing inquiries, and providing regular updates on the event.
- Maintain strong relationships with Event Manager through effective communication.

On-Site Management:

- Liaise with EM to oversee event execution, ensuring all aspects of the event run to plan.
 - Problem-solve and handle any unexpected challenges with poise and efficiency.
 - Be hands on with deliveries and stock when needed.
 - A good level of physical fitness, the job can be physically demanding.
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Essential skill required:

- 2 years experience in Event Planning or a related role.
 - Previous experience as Assistant Event Manager or similar role for a live event.
 - Strong organisational and multitasking abilities with exceptional attention to detail
 - Excellent communication and interpersonal skills.
 - Ability to work collaboratively in a team-orientated environment as well as being able to use your own initiative when in needed.
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How to apply:

If you are a self-motivated individual with a passion for creating unforgettable events, we would love to hear from you.

Please submit your CV with a covering letter to: recruitment@pnpevents.co.uk

Please include: **“AEM application - (YOUR NAME)”** in the subject line.
