



03/11/2022

Rare Management
Event Manager - Job Specification

Title:	Event Manager
Period:	9 month fixed term contract January 2022 - September 2023
Hours:	Standard office hours are 9.00am to 5.00pm, and standard working hours are 35 per week. However, to fulfil the demands of this post, there will be certain times when the post holder will need to work flexibly in response to specific event requirements. Early starts will be required, and evening and weekend work. Such extra hours will be compensated by time off in lieu if operationally feasible, overtime pay or a combination of both, by agreement with the Directors.
Location:	Office-based in Leith, Edinburgh. However, during events the post-holder will be based on site, sometimes for periods up to 10 days.
Responsible to:	Directors
Salary:	£30-35k depending on experience

The Company

Rare Management is a small, award-winning, all-discipline events management company that needs an experienced Event Manager to work on some important projects, culminating in the 2023 UCI Cycling World Championship Mountain Bike Downhill.

Since 2002 we've delivered a wide range of highly successful events in some very special locations. Everything we do is driven by our own enthusiasm and passion, married with an attention to detail and determination to create events that are loved and respected by everyone involved.

At the heart of everything is the Team behind the event - whether volunteers, contractors, officials, sponsors, partners or the management team.

We need someone to play a vital role within our management team.

<https://www.raremanagement.co.uk>

Job Outline

The successful applicant will be working primarily on two major projects:

- January 2023 - Slide & OTS Winter national trade show for snowsports and outdoors
- August 2023 - UCI Cycling World Championships, Mountain Bike Downhill, Fort William

There will also be other projects and activities, but the successful applicant's priority will be the UCI mountain bike event. Some experience of the UCI and the sport of mountain biking will be useful, but not essential.

Experience of sporting events at an international level, especially liaison with teams, participating organisations and sponsors will be particularly relevant.

A principal aspect of the role is the marketing, sales, planning and coordination of pitches at various events. The activities involved will include:

- Review, develop and create various booking forms, handbooks and other material (pdf and online)
- Raise invoices & credit control in conjunction with Financial Controller
- Coordinate bookings & statutory requirements by attending organisations and contractors
- Allocate pitches, create accurate scaled site plans & manage physical marking out of booked pitches in the Event Village
- Coordinate all site services
- Management of all companies, teams and organisations with a presence in the Event Village
- Participate in various coordinating committees with stakeholders and others, involving the production and presentation of reports.

The type of experience and skills that are of interest to us.

1. Experience of events management, including on-site responsibilities, preferably in a busy, high-pressure environment.
2. Understanding of, and empathy with, the needs of all participant groups (spectators, competitors, teams, officials, partners, sponsors and event team).
3. Practical knowledge of how to plan, execute, manage, and troubleshoot the organisation of events.
4. Experience of stakeholder liaison and commitment to participant care and satisfaction.
5. Experience and knowledge of sales, budgeting and credit control.
6. Experience of managing and supervising the work of others (mainly at events).
7. Health and Safety and risk management knowledge.
8. Understanding of site planning and space allocation.

Abilities

1. Ability to organise and follow through a task with attention to detail and to work under pressure to a deadline.
2. Desire, ability and flexibility of approach to problem solving.
3. A creative and questioning approach to established systems and procedures.
4. Ability to work independently, using own initiative, within a small, performance oriented team.
5. Highly developed time management and organising skills.
6. Ability to communicate well with people at all levels; excellent telephone, interpersonal and negotiating skills.
7. Administrative accuracy.
8. Experience and an understanding of computer programmes and applications associated with the following would be useful but there will also be the opportunity for hands-on learning. We are a Mac based organisation.
 - Word, Outlook and Excel (essential)
 - Databases (Filemaker Pro)
 - Websites (Wordpress)
 - Desk-top publishing (Affinity Designer and Publisher)
 - Social Media (Facebook, Instagram etc)

Salary range £30-35k depending on experience

Interested applicants should email a copy of CV, with covering statement to

info@raremanagement.co.uk Closing date for applications 1 December 2022.

Expected start date 4 January 2023 (or sooner if practical).