

## AP LIVE EVENT MANAGER

### WHO ARE WE...?

AP LIVE is a new agency born from clients requesting more from its sister company Absolute AVS that as a technical AV company could not deliver. AP LIVE is a fully serving event management company catering for all platforms of events from Hybrid, Virtual and Live events. AP LIVE is a young, creative agency packing a BIG punch!

With in-house experts covering event production and project management, the work we deliver are mainly high profile conferences, exhibitions, press launches and everything in between for audiences of thousands all over the world. AP LIVE supports a series of annual events for one particular client in London, New York, Mexico City, Sydney and Tokyo.

### WHAT IS THE ROLE...?

Due to continued business wins and the growth of key accounts there is now an opportunity for an Event Project Manager to join the team to deliver outstanding and seamless events. Ideally this person should have experience working within an events agency.

### Responsibilities include:

- Managing projects from brief to completion
- Budget management
- Liaising with suppliers and managing communications
- Providing key direction to internal departments regarding technical, design and production delivery
- Client management and relationship building
- Overseeing and managing project timelines and scheduling
- Onsite management as required

### WHO ARE YOU...?

You will have a keen interest in creative production as well as experience managing complex projects. You must have at least 4 years experience in corporate events, having managed whole projects from start to finish. You will be confident liaising with clients and suppliers, managing projects as a whole to deliver successful events. As a Project Manager within the team you will be supported by the Event Director to ensure successful delivery of projects.


This role would be ideally suited for a London based person as much of the work will involve site visits and client meetings in Central. However, the role would currently be working remotely with the look to have London based offices for Hybrid working in 2022.

- Event Management Degree (or similar) graduate
- At least 4 years corporate event management experience
- Highly articulate, confident and outgoing
- Highly organized and hard working
- Great attention to detail
- Willing to travel
- Able to multitask
- Budget management skills
- Proficient in Microsoft suite (particularly PowerPoint, Word and Excel)

## AP LIVE LTD

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Registered in England No. 13276333 Vat no. 382 3635 86

 Part of the Absolute Production Group