

PURPLE

LONDON NEW YORK LOS ANGELES

Company Background:

Purple are the leading global Lifestyle communications agency, combining our expertise with a range of services that are unique within the market. Creative, connected and driven, we align business ambition and cultural energy for commercial success. We are independent in philosophy, attitude and operation. We represent brands globally whilst providing business strategies individually tailored to each client. We are seeking an Events and VIP manager to join our London team.

Essential Duties:

- Project manage events for the VIP and Events division.
- Manage projects from initial brief through to concept and final execution working closely with Head of division.
- Support and work collaboratively with the Head of division and VIP Relations Manager.
- Manage VIP and Events assistant and delegate effectively.
- Budget management on small and large scale events.
- Coordinate staffing requirements, delegating roles and responsibilities as well as staff briefing ahead of the event.
- Researching potential new event venues.
- Secure event sponsors and brand partners.
- Responsible for day to day event management and logistics - advising on stock, materials, venue access and schedule management.
- Sourcing and negotiating on venues, catering and entertainment.
- Manage production company for large scale events.
- Devise post event press strategies.
- Event photography and videography coordination and briefing.
- Contribute to new business pitches and strategy documents where required.
- Invitation management and distribution.

Criteria

- Proven extensive experience in event management essential. Previous agency experience preferred.
- Strong knowledge of film/tv, fashion and influencer talent and ability to contribute strategically to event guest lists.
- Ambitious with a strong work ethic and a passion for working in events and VIP relations.
- Past experience in Identifying potential issues and difficulties and providing practical solutions.

- Strong industry contacts with suppliers, PR's, production companies, agents, diarists and VIPs.
- Experience in large scale budget management essential.
- A sharp eye for detail is essential.
- Ability to work on own initiative.
- Ability to work efficiently in a high pressured and fast paced environment.
- Experience in managing and leading a team.
- Ability to think creatively.
- Knowledge of diary press and event photographers.
- Exceptional written and verbal communication skills.
- Ability to be flexible with working hours.
- Work well as part of a team.
- Proficient in Excel, Power Point and Word.
- Social media awareness with an understanding of online communities.

Location: London, W1

Hours: 37.5 hours per week

To Apply:

Please send your CV and a supporting cover note explaining why you are suitable and interested in this opportunity to careers@purplepr.com. Applicants must be eligible to live and work in the UK.