

JOB SPECIFICATION

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| JOB TITLE: | Senior Events Manager (full time & permanent) |
| REPORTS TO: | Head of Marketing & Events |
| DEPARTMENT: | Marketing & Events |
| LOCATION: | London / UK (Hybrid) This role will be based entirely remotely until November 2022, developing into a hybrid working model, with on-site working required for live events based in London. The candidate must be based within the London area for optimal collaboration and communication with immediate colleagues and vendors, and must have the right to work in the UK. |
| Add-On: | The candidate MUST be available during September and October 2022 |

POSITION OVERVIEW

Energy Intelligence is seeking an experienced **Senior Event Manager** to lead the event strategy, manage and execute the operations for hosted live events, and support the commercial team with sponsorship, external event participation, private client briefings and thought leadership webinars. The principle focus will be leading the strategy and operations of the prestigious Energy Intelligence Forum in London, one of the most important and longest-running energy events in the world.

The ideal candidate is an experienced event manager with 5+ years' relevant professional experience – a hands-on team leader with a keen eye for detail, who delivers results on time.

KEY RESPONSIBILITIES – LIVE EVENTS

- **Event Program** – Liaising with the Program team on speaker/moderator outreach, agenda programs, and award programs
- **Sponsorship** – Managing sponsorship inventory, and supporting the Sponsorship team with sales assets, logistical advice and executing sponsorship benefits
- **Venues** – Working with the Logistics Manager to source and manage event venues (hotels, restaurants)
- **Logistics** – Working with the Logistics Manager to plan and manage the audience experience and on-site logistics for: registration, production, stage management, green room, F&B, sponsorship, proofing/printing assets, live polling, table planning, and security
- **Live Event** – Lead and manage your team on-site during the live event
- **Design** – Liaising with Design agency to deliver printed and on-site assets
- **Special Programs** – Managing VIP groups and award programs
- **Media Engagement** – Managing press passes and media partnerships
- **Website** – Ensuring the event website is set up and updated in a timely fashion
- **Reporting** – Ongoing reporting and post-event reports and analysis

KEY RESPONSIBILITIES – ONGOING

- Partnerships – Negotiating and delivering on media partnerships
- Managing the online event calendar
- Client briefings
- Thought leadership webinars
- Strategic planning for event participation
- Any other duties which may reasonably be required of you

SKILLS & EXPERIENCE

- Previous B2B event management experience
- Ability to work to deadlines and manage time efficiently
- Detail orientated
- Comfortable working with ministers, senior executives and clients
- Experienced in managing vendor relationships and contract negotiations
- Excellent internal stakeholder management skills
- Experienced team leader, and a natural team player
- Ability to juggle multiple priorities

This job description is not exhaustive and may be updated to reflect relevant changes in line with business requirements.

ABOUT US

Energy Intelligence is the leading energy information company. We understand what it takes to bring energy to the world and have delivered objective reporting and analysis on the sector for over 70 years. Our history, combined with our team of experts and extensive connections, gives us an unparalleled view on what's shaping the energy sector.

We are experts on the energy transition, oil markets, LNG, geopolitical risk and competitive intelligence, and deliver news, analysis, research, data, advisory services and events, via tailored intelligence.

For over 40 years our flagship event has brought together leaders from the worlds of energy, government and finance to network, exchange crucial insights and develop strategies for the most pressing energy issues.

With our focus on the issues that matter today, and insights on the political and technological issues that shape tomorrow, the context we provide makes Energy Intelligence the essential guide to navigate the changing world of energy.

Energy Intelligence has offices in eight locations around the world: London, New York, Washington, Houston, Dubai, Beirut, Singapore, and Moscow.

HOW TO APPLY

To be considered for this role, please send your CV and a covering letter to hr@energyintel.com.

Energy Intelligence is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. Energy Intelligence will not discharge or in any manner discriminate against applicants or employees because they have enquired about, discussed, or disclosed their own pay or the pay of another applicant or employee. Nothing in this job posting should be construed as an offer or guarantee of employment.