



JOB DESCRIPTION

Events Producer

Issue date: 25th March 2010

The Company

The Outlook Creative Group is a highly creative, innovative and independent communications agency, who produce many high profile events, conferences, live communication programmes and brand experiences all over the world.

Outlook was formed in 1984, and was acquired through an MBO by the current Managing Directors in 1999. Outlook has successfully established itself, through organic growth, as a leading agency in Live Event, Digital media and Video production. Outlook's current client base includes a wide variety of private sector companies, and institutions. Outlook is passionate about innovation, creativity and quality. We believe in employing and empowering people with the skills and experience needed to deliver highly successful projects on behalf of our clients.

Outlook attaches real value to the excellent relationships we enjoy with the key suppliers in all areas of the events industry. We also care passionately about the environment and are working hard to minimize the negative impacts that our business and the projects we deliver for our clients have on the environment. Outlook constantly strives to create a working environment in which all members of the team feel valued and fulfilled. We truly recognise that our people are our greatest asset.

Company Structure

Outlook is a growing, independent company, with 3 separate divisions, Events, Video and Digital. The company's in-house experts cover the following disciplines:

- Strategic planning and event marketing
- Event production and project management
- Technical production
- Digital Design (Motion Graphics, web, print)
- Video production and Post-Production

The Position

The role is Events Producer, working for a range of clients across a wide range of sectors.

Position in Organisation

Outlook is growing. This position undertakes responsibility for producing conferences, roadshows and events autonomously and profitably. The successful applicant will be commercially aware and will play a key role in retaining and increasing client business.

This is what we do

Live Event / Video / Digital / Design & Production

Outlook Events The Courtyard Orchard Hill Little Billing Northampton NN3 9AG United Kingdom T +44 (0)845 838 3333 F +44 (0)1604 410040 W www.outlook.co.uk
Registered in England No 3630588 Registered office as above
Part of **The Outlook Creative Group Ltd**

Scope of role

The role will incorporate the following key responsibilities:

Client management and liaison

- Presenting and pitching Outlook's ideas to clients (together with other members of the pitch team)
- Day to day client liaison and relationship building
- Guiding the client through all phases of development, production and delivery: ensuring client approvals are received in line with the overall production schedule etc.

Conference production and project management

- Taking the project brief and disseminating all relevant information to internal teams, suppliers and any freelance staff
- Developing winning propositions, writing and collating information provided by others as required. (The Company Directors will provide guidance/ assistance with approach and the overall style of the response.)
- Leading the creative element and ensuring that the creative vision is consistently applied in all design disciplines
- Sourcing and negotiating with suppliers, speakers, and 'talent'
- Applying the most appropriate media to the event
- Running the project from initial brief through delivery to post-event evaluation
- Scheduling all aspects of the project, both during pre-production and on-site
- Collaborating with other members of the project team including production managers, logistics managers, designers and writers to ensure quality and overall delivery
- Management of sub-contractors and suppliers, both in terms of overseeing delivery of their role and their financial remuneration
- Briefing and overseeing environmental design (stage sets, exhibition areas etc)
- Managing the content creation, including scripts, on-screen graphics, multimedia and video production
- Speaker liaison, briefing and management
- Thorough understanding and knowledge of technical solutions and audio visual requirements
- Awareness of latest health and safety guidelines and risk assessment issues, managing Production Managers and external health and safety consultants, as required

Budget Management

- Responsibility for delivering the project to the agreed budget
- Preparation of budgets for proposals
- Ongoing reconciliations of budgeted spend versus actual spend
- Managing the purchase order process
- Working closely with the Finance Department on supplier payments etc

On-site Management

- Overall responsibility for the activity of the on-site team, ensuring all elements are delivered to suitable quality, on budget and on time
- Overseeing of set up/operation of the activity by Production Managers
- Liaising with clients when on-site
- Briefing, managing and directing speakers and presenters
- Briefing, managing and directing entertainment, acts and 'talent'

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Development of Outlook's in-house team:

- Input into mentoring and development of junior team members, providing guidance, informal training, assistance and advice

Involvement in the further development of Outlook:

- It is hoped that the successful candidate will help us with the ongoing development of the company as a whole. We value the views and input of our people in terms of the overall future of the company, and actively provide opportunities to progress to director level.

The Person

We are looking for an experienced conference producer who has managed a variety of conference-style events for a range of clients. The successful candidate will have extensive (at least 3 or 4 years) experience of running projects from initial brief, through delivery to post-event evaluation. This experience will have included all of the following key areas:

- Client management
- Conference production (experience of producing other events, such as exhibitions, gala dinners, award ceremonies would be beneficial)
- Management of budgets
- Building relationships with suppliers and stakeholders
- The successful applicant will be detail-oriented, dynamic and thrive on creating and delivering quality events on behalf of our clients.

Key qualities:

- Calm under pressure
- Creativity and innovation
- A passion for events
- A strong client service ethic
- Organised and strong multi-tasker
- A confident communicator at executive level
- An ability to build long-term, mutually beneficial relationships
- An ability to lead and manage a project team
- Budget management / commercial acumen

Remuneration / Contract Detail

Base salary: £30k + (salary commensurate with experience)

How to apply

Application deadline: Friday, 16th April 2010

To apply, please email a copy of your CV to steve@Outlook.co.uk

Please ensure that the subject of your email reads "Conference Producer application".

Please state in your covering email where you saw this role advertised.

Responses are not being sought from agents.

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