

aat events

aat-events is a multi-award winning sports event management company based in a modern and sociable co-share office space in Woking town centre. aat-events deliver at least 20 events a year throughout Surrey and Hampshire - including the Mercer Surrey Half Marathon and Guildford Triathlon. aat-events deliver marketing and customer service support for sister company BRUTAL run.

“Fun events for fun people”

Having fun is at the heart of what we do. aat-events is exciting and fast-paced place to work; driven by intelligent athletes who take great pride in what they do. We have a great opportunity for an adaptable and active individual who strives to learn fast and make a big impact in a multi-faceted operational role.

We're looking for an experienced and passionate Event Director to play a central role in delivering our portfolio of events. The Event Director will work alongside our small team -Toby Jenkins (Business Owner) and Hollie Light (Marketing Manager) to deliver all operational aspects of the events they are responsible for; and manage the delivery process of the Mercer Surrey Half Marathon (led by Toby Jenkins). The Event Director must be willing to work on weekends for event days and have a full UK driver's license.

Responsibilities

- Event Director for at least 10 events, including our flagship Fitstuff G3 Series and Triathlons.
- Oversee the delivery of the annual event plan, including:
 - R&D for new events / partnerships.
 - Data analysis to inform R&D.
- Management and analysis of event budgets, including:
 - Creating and sending invoices.
- Operations for all events, including:
 - Tracking the delivery process of each event.
 - Managing contractors, venues, volunteers, sponsors and other key contacts.
 - Route markup and event village set up.
 - Race Day Event Director.

- Kit management - cleaning, packing, storing, ordering.
- Event planning.
 - Creating event plans.
 - SAG paperwork for Mercer Surrey Half Marathon.
 - Risk assessments.
- Website management (aat-events, Mercer Surrey Half Marathon and BRUTAL run).
 - Rider HQ event registration setup.
 - Updating event information on websites.
 - Managing enquiries & customer service.

Key Competencies

- Physical fitness.
 - Able to run and cycle event routes.
(It's not uncommon to go for a team run / cycle adventure during work hours!)
- Excellent communication skills.
 - Required to work with local companies, Borough and County Councils, landowners, fulfilment partners (eg, Printers), suppliers and other external partners.
- Project management.
 - Able to bring resources together to achieve a common goal in an effective way.
- IT Skills.
 - Proficient in Google Suite and Microsoft Office applications. Experience using adobe and / or accounting software would be advantageous.
- Full UK Driving License.
 - Must be willing to drive short / long-wheel base vans.
 - Willingness to use personal vehicle for occasional work purposes.

Personal Competencies

- Personable.
 - A natural networker with strong interpersonal skills, with a professional approach to build and maintaining business relationships.
 - Confidence and ability to liaise and negotiate at a senior level.
 - Willing to engage with our vibrant and loyal community.
- Organised.
 - Able to accurately scope out length and difficulty of tasks and projects. Sets objectives and goals. Measures performance against goals.
 - Can orchestrate multiple activities at once to accomplish a goal. Uses resources effectively and efficiently.

- Keep all colleagues and multiple stakeholders informed and engaged in the development, delivery and review of each event.
- Adaptable thinker.
 - Comfortable in both a leadership role and as a team player.
 - Curiosity for uncovering and maximizing new business opportunities.
 - Comfortable working autonomously and outsourcing resources.
- Communication Skills.
 - Able to express views clearly and succinctly in a variety of communication settings and styles (verbal and written), with “active listening” skills.

Experience

- Event management experience
 - Within a mass-participation sports environment.
- Experience of delivering several projects simultaneously within an agreed timescale.
- Proven experience as leader of a project or event.

Education

- Educated to A-level standard or equivalent level qualification.
- Degree in a relevant subject or equivalent qualification.

Details

Company: aat-events
Position: Event Director
Location: Woking, GU21 6ET
Contract Type: Permanent
Start: ASAP (October 2018)
Salary: from £25,000
Holiday: 20 days per annum (pro rata)

This is a full-time permanent contract commencing soon or by October 2018. The Events Director will normally work from 8:30-5:30; and will be expected to work at weekends as the job requires - with time taken off in lieu by agreement. Weekday office location is Woking, with travel to event sites around Surrey at the weekend.

To apply, please send your CV and covering letter (400 words max) to Toby Jenkins at toby@aat-events.com. Please supply at least two professional referees and indicate whether these can be approached without further permission.

The closing date for applications is 9 July 2018 at 10.00 a.m.