

Founded in February 2020 by Megan Anstee and Alasdair Moore, The Intrepid Collective is an award-nominated agency that exists to connect the world through exceptional events.

We specialise in the creation and delivery of placemaking and audience development initiatives that connect companies better to their communities, clients and employees. Recent work includes projects with Greystar, Ealing Council, Ralph Lauren, Victoria BID, Amazon and Into Film.

Following a rollercoaster couple of years that has seen the delivery of incredible projects, we are excited to be expanding our team to include an Event Manager.

Working closely with the company founders, the Event Manager will take the lead in the planning, and onsite delivery of key events. The successful candidate will embody what it means to 'be BAM' as we seek to build and carry out experiences that fulfil client objectives and that reflect our own brand hallmarks.

Working in a fast-paced start-up environment where no day is the same, this is the ideal role for an operations-whizz who is excited by both the idea of building their own role within the team, and the prospect of making their own mark on the business and industry.

Responsibilities of the Event Manager will include...

- Overseeing the planning, and delivery of key in-person client events.
- Supporting in the planning and delivery of virtual event experiences.
- To be a main point of contact within the business for clients, suppliers and stakeholders.
- Managing on-site operations and teams to deliver experiences.
- Budget management and reconciliation of both client projects, and internal workflows.
- Working with the company founders to create proposals for prospective projects and clients.
- Taking ownership of agreed internal workflows, for example the maintenance of a supplier network.
- Supporting on administrative work.

Professional profile - The ideal candidate will have...

- A minimum of 4 years' experience working in live event management for an agency, venue or in-house.
- Experience working in outdoors events and activations such as festivals, markets, installations and pop-up cinemas.
- A demonstrated understanding of event production.
- Knowledge of best practices within the outdoor events industry, including operations, health and safety and licensing.
- A proven track record in managing stakeholders including clients and suppliers.
- Strong IT and social media literate, the successful candidate will have proficient use of Microsoft Office (Word, Excel, Powerpoint, Outlook) alongside experience of using and maintaining a CRM system and budget management software.
- Excellent standard of spoken and written English.

Personal profile – The ideal candidate will...

- Understand what it means to make something more 'BAM' and will have a desire to do it!
- Be a team player who also has the confidence and ability to work autonomously.
- Be a detail and solution focused, can-do attitude along with a sleeves rolled up mentality.

- Enjoy a challenge, and be able to bring in their own unique experience, perspective and personality to guiding a project and influencing an outcome.
- Have fantastic interpersonal and communication skills – both verbal and written.

The role

- This is a permanent full-time role which will be primarily remote working.
- The successful candidate will need to be based in, or near to London as the role will include site-based working, alongside attendance at regular in-person team meetings.
- There may be additional UK-based travel from time to time dependent on projects.
- Working days will be primarily Monday – Friday, however some weekend and bank holiday work will be required.

Benefits

- Salary of £30,000 to £35,000 dependent on experience.
- 'Flexitime' working hours.
- 20 days holiday plus UK bank holiday (or day to be taken in lieu, based on business requirements).
- Additional set annual leave over Christmas and New Year period.
- An annual personal development budget.
- Monthly coffee subscription.

About The Intrepid Collective

Our Values – Being BAM

BAM is how we describe the emotion of a fist-pump moment, the 'voila!' when you work together to achieve incredible things. To be BAM is to set a new standard, to smash objectives, to be bold and to have some fun along the way.

All of our work revolves around achieving those BAM moments for ourselves and our clients. Being BAM underlines every action, every project and decision.

Best together: We work with our teams, clients, and suppliers to understand the end goals, to establish optimum ways of working, and to deliver the best solution through close collaboration.

Action: Our team is empowered to have impact and 'get things done,' allowing us to build projects that set our clients apart within their market.

Magic feeling: This is the that sense of everything clicking into place, the 'fizz' of knowing you are onto something special. We love what we do, and want our clients and stakeholders to feel the joy that we take in our work. We channel this excitement into creating experiences that drive connection, fun and legacy.

How to apply?

Please email us your CV along with a cover letter to hello@theintrepidcollective.com. The cover letter is an opportunity to introduce yourself and tell us about a time when you have made something more 'BAM'. Please keep to under 300 words. Interviews will start week commencing 14th March 2022, so please get your application in before then.