



Project Executive

urbanevents is an award-winning event agency that specializes in experiential events. We deliver creative ideas, flawless execution and great attention to detail. We integrate ourselves into our clients' teams, become brand guardians, plan meticulously and create opportunities. We deliver unforgettable events for some of the world's leading brands including Rolls-Royce, The Macallan, Hendrick's and Marriott.

We are looking for a Project Executive to join our team. You will become an integral part of the team working on events ranging from intimate VIP dinners to large scale music festivals. You will have the chance to be involved in every step of the event process from creative input and pitches to finding cool new suppliers, working in recently launched venues and being on site at events.

This role is for someone wanting to get involved in every area of events and build a long term career with an award-winning team. You must have drive, energy and amazing time management skills to apply for this role. This is a unique opportunity for someone who wants to expand their career and make a big impact in an award-winning agency.

What you'll bring:

- You have at least 1 year of experience in a similar role or are a recent events management graduate and must be 21+
- A structured and detail-oriented approach to work, as well as a high degree of initiative and independence
- You are a team player – our success requires a broad set of skills, so working together is essential
- A sound knowledge of MS Office products and ideally design software, e.g., Illustrator, Sketch Up or AutoCAD
- An entrepreneurial approach – have to have a passion for achieving goals and taking ownership of what you do
- A passion for live events, music, art, sport and nightlife. You know everything going on in the city and are comfortable working with alcohol.
- Fluent spoken and written English and ideally Arabic

Responsibilities:

- Assist the team with creative pitches for clients
- Contact existing and source new suppliers and venues for quotes and details of their services
- Attend client meetings and follow up on assigned elements
- Update budgets and client reports
- Research new potential clients and event opportunities
- On site support from set up to break down

- Any other projects assigned by the team

What you will get:

- Competitive salary
- 21 days holiday plus public holidays (or in lieu days)
- Progressions for growth – we believe that everyone should be the entrepreneur in their own job. You'll be a key player in the next stage of growth for the company.

To apply

Please send you CV and a cover letter explaining what you would bring to the role info@urbanevents.ae, including the role you applying for in the subject line. Successful candidates will be contacted by a member of the team for a phone interview followed by an in-person interview and presentation.