

Project Manager

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.

Our Project Managers are responsible for planning, organizing, managing and coordinating various types of events. We are looking for team members who are meticulous and have experience in production and client relationship management. 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:

- At least 5 years in a similar role that includes experiential marketing and event production
- Experience in conceptualizing and pitching new event concepts to clients bringing original and unique ideas and how they can be delivered
- Be able to think creatively when faced with a challenge and be able to apply your organisation and managerial skills to resolve them
- Have a proven track record in delivering successful events
- Have experience in managing client expectations and suppliers
- Customer focused – essential in everything we do
- An entrepreneurial approach – have to have a passion for achieving goals and taking ownership of what you do

Responsibilities:

- Client Relationship Management
- Conceptualize and plan event according to the client brief with a creative outlook
- Deliver live events from intimate media events to large-scale brand activations
- Source venues and vendors, negotiate contracts
- Manage production schedules and logistics
- Obtain all required permits and licenses
- Prepare documents for events including show running order, productions schedules and scripts
- Ensure strict control of client's approved budget
- Wrap-up of events

Our ideal candidate:

- You are a team player – our success requires a broad set of skills, so working together is essential
- Excellent vendor management and negotiation skills
- Critical thinker and problem-solving skills
- Good time-management skills, attention to detail and excellent multi-tasker
- Great interpersonal and communication skills
- Ability to show calmness under intense pressure
- Portfolio of successful events
- Fluent spoken and written English; Arabic a bonus
- Ability to draw in AutoCAD a bonus

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.