

Callow

EVENTS

Sinclair House, 89-101 Royal Avenue, Belfast, BT1 1EX

<https://callowevents.co.uk/>

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Job Title: Event Manager

Job Terms: Full-time position

Salary: Starting from £30,000 per annum, to be discussed dependant on experience

Job Description

We are looking for an enthusiastic, passionate, and hard-working full-time Event Manager to join the team at Callow Events, a bespoke events, experience and destination management company, based in Belfast and delivering innovation and excitement across the UK, Ireland and beyond.

This individual must be able to work under pressure, can multi-task and lead projects with strong project management and leadership skills. We are also looking for someone is creative, organised, forward thinking and has keen attention to detail. Someone who is fun, polite and outgoing would also be a bonus!

As an Event Manager at Callow Events, you will lead the planning and delivery of a diverse portfolio of events, working closely with our Event Directors, Executives and Assistants. You will take ownership of client relationships, project budgets, from pitch and proposal through to delivery and completion. You will work across a wide variety of events, from corporate incentives to brand events, international conferences and more.

Duties and Key Responsibilities:

- Take ownership of key client accounts, project managing events end-to-end from pitch/proposal stage through to delivery and post-event reconciliation.

- Act as the primary point of contact and trusted advisor for clients, managing relationships, meeting regularly, and guiding them through their event journey to ensure key deliverables are achieved.
- Lead and delegate to the Event Executive(s) & Assistant(s) allocated per project, reviewing their work and supporting their development.
- Own event budgets and income targets, working proactively with the Head of Events to enhance profitability and develop new income streams.
- Research current event trends, new ideas, entertainment and venues, shaping compelling and creative event concepts.
- Develop and strengthen supplier relationships, negotiating rates and contracts on behalf of the business.
- Support Directors with business development, including pitching for new business and contributing proactively and imaginatively to company growth
- Oversee delivery and on-site management of events across a variety of locations, troubleshooting issues to ensure seamless execution
- Plan and organise your own workload and that of your project team, setting and meeting deadlines with minimal oversight
- Contribute to the continuous improvement of internal processes, documentation and event delivery standards across the business

Core office hours are Monday – Friday, 9:00 a.m. to 5:00 p.m. Additional evenings and weekends will be required as needed when events are taking place.

Essential Criteria

- 3rd Level Qualification, preferably in Event Management, Business Management, Marketing or a related field.
- Minimum 1 years' experience in a similar Event Manager or Senior Event Executive role, with demonstrable transferable skills.
- Proven track record of project managing and delivering events end-to-end, from proposal through to completion.
- Experience managing or mentoring team members, and confidence in delegating tasks to Event Executives & Assistants.
- Experience managing and developing client relationships, acting as the primary contact for key accounts.
- Strong computer literacy, including proficiency in Microsoft Office applications (Word, Excel and PowerPoint) and Canva.
- Excellent attention to detail and accuracy in all documentation, with strong oral and written communication skills.
- Excellent time management skills, with the ability to multitask, prioritise workload, and meet deadlines in a fast-paced environment.
- Strong organisational and project management skills, with the ability to plan and lead workload independently.

- Ability to remain calm and professional under pressure and adapt to changing priorities.

Desirable Criteria

- Experience managing event or project budgets, including income targets and profitability.
- Experience developing and pitching creative event concepts.
- Experience in business development or supporting new client acquisition.
- Full UK driving licence with access to a car during employment.
- Familiarity with event management or project management software (e.g. MONDAYS).
- Experience working across a variety of event types (corporate, gala, conference, private).
- An established network of supplier or venue relationships.
- Experience working in a fast-paced, customer-focused environment.
- Willingness to learn, develop new skills and take initiative within a growing events team.

Benefits

- Continuous guidance and mentorship from the event and management team
- Great prospects for promotion and growth within the company
- Fun and creative working environment
- Dynamic and ever-changing workplace with each project differing from the next
- Opportunity to work with some of the UK's most prestigious brands, clients, and businesses.
- Flexible working hours (including 1-day a week working from home)
- Time owed in lieu days
- Personalised benefits scheme, tailored to your needs and preferences
- Convenient city centre car parking
- Annual bonus scheme
- Company pension
- Comprehensive wellbeing programme and in bi-annual employee team building days
- Birthday lunches & milestone celebration gifts

Deadline: Email your covering letter with CV to jessica@callowevents.co.uk before 3pm on Friday 21st August. Successful applicants will be invited for an interview w/c Monday 7th September.

We look forward to hearing from you soon!