

Event Manager – Job Description

About The Intrepid Collective

Founded in February 2020 by Megan Anstee and Alasdair Moore, The Intrepid Collective is an award-winning placemaking events agency with big clients, and big ambitions.

We are fiercely bold for our clients. We work collaboratively to amplify possibilities in places, creating placemaking events and activations that excite communities and drive commercial outcomes.

In the last year, we have worked with leading developers, operators and BIDs including Savills, New West End Company, Greystar, Baker Street Quarter Partnership and Telford Living to deliver events across a range of spaces – from iconic destinations such as Oxford Street, Victoria Station and the Leadenhall Building, to regeneration projects and premium residential developments.

In 2024, The Intrepid Collective received awards for Best Event, Best Team and the prestigious Judges Award from the National Outdoor Events Association. Now, as we approach our 5th Birthday, we're so excited to be expanding our team again. Our new Event Manager will help us continue to build on this success.

About the role

Working closely with the company founders and wider team, the Event Manager will take the lead in the planning and onsite delivery of placemaking events, projects and activations across some of London's best known spaces. The successful candidate will embody what it means to be 'BAM' as we build and deliver experiences that smash client objectives and reflect our own brand standards.

Working in a fast-paced start-up environment where no day is the same, this is the ideal role for a creative problem solver and operations whizz who wants to have a seat at the table, someone who is confident to manage their own events and client relationships and is keen to make their mark on the industry.

The role would be a mix of office-based work (working remotely and from our London office) and onsite work building and delivering events.

Responsibilities of the Event Manager will include:

- Project management of events and activations from conception to delivery including overseeing install, derig, and onsite activity.
- Day-to-day client management and liaison – leading our plans for events and activities across new and existing accounts including managing client meetings and updates, and post-event debriefing.
- Managing on-site operations and teams to deliver experiences including recces, event build, live event days and derig.
- Sourcing and managing suppliers, performers and staff to include contracting, auditing and negotiating costs.
- Budget management

- Working with the company founders and wider team to build creative proposals for prospective projects and clients
- Taking ownership of agreed internal workflows, for example the maintenance of a freelance staff network.
- General business administration tasks.

Professional profile - The ideal candidate will have...

- A minimum of 3 years' experience working in live event management for an agency, venue or in-house.
- A demonstrated ability to manage their own events, projects and client relationships.
- A knowledge and interest in delivering placemaking and community engagement events within the Property Industry.
- Experience working in outdoors events and activations such as festivals, markets, installations and pop-up cinemas.
- A demonstrated experience of event production and content programming.
- Knowledge of best practices within the outdoor events industry, including operations, health and safety, and licensing.
- 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 be 'BAM' and will have a desire to be it!
- Be a highly motivated, self-starter who 'gets things done.'
- Be a team player who also has the confidence and ability to work autonomously.
- Be detail and solution focused with a can-do attitude and a 'sleeves rolled up' mentality.
- Enjoy a challenge.
- Bring in their own unique experience, perspective and personality to guiding a project and influencing an outcome.
- Be a 'people person,' with fantastic interpersonal and communication skills – both verbal and written.

The role

- This is a permanent full-time role which will be hybrid. We split our time between our office in London (2 days a week minimum), remote working and working onsite with clients across London.
- Please note that this role is only suitable to someone living in London owing to the requirements to be at our office 2 days a week and onsite with our clients – the majority of whom are London-based.

- 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 £32,000 to £37,000 per annum dependent on experience.
- 'Flexitime' working hours after probation.
- 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 – in 2025 this will be an additional 3 days of annual leave.
- An annual personal development budget.
- A monthly subscription to a wellness benefits platform.

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 fun along the way.

All of our work revolves around achieving those BAM moments for ourselves and our clients.

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 optimum 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 with the subject line 'Event Manager Application.' The cover letter is an opportunity to introduce yourself and tell us about a time when you have made something more 'BAM' - [please see here](#) for more info on BAM. Please keep the cover letter to under 300 words.

About the application process

Successful candidates will be invited to a 1st stage virtual interview. A 2nd stage interview will be held in person, and the candidate will be asked to present a response to a task (set in advance).

The successful candidate would ideally start in the role in March 2025.

Further information

If you would like to speak to someone about the application process before applying then please drop a note to hello@theintrepidcollective.com and we'll be happy to have a chat – whether over email, phone or virtual meeting.

We can't wait to see your application!