

job description

Role: Event Producer

Department: Live Project Direction

Location: Hartlebury

Salary: Negotiable

Your reason for being here...

Everyone here at DRPG has a purpose, and yours is to create experiences that change perceptions, inspire imaginations, and ignite a desire to make impactful differences.

The way you roll...

A self-motivated team player, you enjoy interacting with others with a knack for giving direction without dictating. This comes from your ability to be a great listener and an even greater communicator thanks to your jaw-dropping ability to understand people and environments, adjusting your behavior accordingly.

Positivity is a power of yours that leaves on-lookers envious, because challenging situations are a breeze and your multi-tasking skills could get you far on a talent show. You're always questioning yourself and aiming for the best result, with no qualms about explaining your thought process. That's why you're always paying attention to those little details so that everything you do matches those high standards. We love your determination!

Teamwork makes the dream work, and to help further this amazing team, you have a hunger for new skills and professional development that can't be tamed. Our philosophy here at DRPG is 'Anything's Possible', so you will need to be on board with this and going above and beyond.

How you make it all possible...

- Having a good understanding of the overall vision of any project, providing a holistic view internally and externally
- Interpreting a client brief and be responsible for providing solutions and responses
- Helping to develop project strategy, team engagement activities, creative, overall objectives and desired outcomes
- Developing and producing jaw-dropping proposals
- Providing clear direction in the development and delivery of all stages of the project clearly interpreting the project needs and creative requirements
- Overseeing all production and act as the main point of internal sign off

- Understanding the ramifications of change and what that will mean internally and externally to the project delivery
- Developing and managing of content
- Client management and development through listening, interpreting and delivering in a manner that always has them at the heart
- Providing trust and confidence in everything you do, built through honest relationships and the ability to deliver
- Leading internal teams to confidently deliver the project, encouraging contribution and responsibility

What's in your toolbox...

Thanks to your extensive experience in a similar event/ communications role, you'll be keyed up on the various disciplines (event management, technical services, digital media, video, production, print), and a whizz with content development and management.

- Quick to interpret a client brief and what it needs to achieve
- Significant creative acumen in order to be able to create client focused event and communication solutions
- Ability to work under pressure and meet deadlines
- Strong presentation skills to support live pitches as required
- Good written and verbal communication skills to orchestrate internal departments, external resources and their responses
- Commercial awareness for budget creation and management
- Excellent time management skills involving the ability to estimate accurately the time required to complete projects

Get to know us...

We're one of the most unexpectedly all-round capable communications agencies that's been on the go for years – ever since our head honcho set up shop in a shed back in 1980, in fact.

Since then, we've made it our mission to make anything possible for our many and varied clients, putting our creative flair into delivering strategic communication campaigns, digital solutions, film and videos, events, exhibitions, and a whole lot more in between. We've grown a lot, but we've kept everything that made us great, back from the very day we first started out. Our global HQ and largest studios are smack bang in the middle of the UK and well worth a visit to see for yourself!

Hang on, there's more...

The role will be based primarily in Hartlebury, but there will be times when you'll need to work from our other offices and undertake other related commercial duties both in the UK and overseas. Flexibility is key!

We're a friendly team. We really, really welcome anyone who wants to become part of a brilliant company. If you're passionate with a cracking drive to deliver on our 'anything's possible' mindset, we'd love to hear from you!

DRPG is an equal opportunities employer.

Data Security (not super exciting, but necessary)

At all times you must work within the guidelines set out in the DRPG Information Security Policy and your Employee Confidentiality Agreement. Failure to do so may be treated as gross misconduct.

You must also work within the guidelines set out in DRPG's Health & Safety Policy and Team Handbook.