

# job description

**Role: Proposal Manager (Live Events)**

**Department: Live Project Direction**

**Location: Windsor, London or Hartlebury**

**Salary: Negotiable**

## Your reason for being here...

Your purpose at DRPG is to consistently demonstrate from the get-go why we are the agency of choice when it comes to client's choosing DRPG over and above any other agency in the entire world!

## The way you roll...

A self-motivated team player, your determination and high expectations of yourself and the work you produce is really something to be envied. You're a cracking listener and an even better communicator, so clear directions are something you're able to give others with ease. Even the most challenging situations are a breeze, and your multi-tasking and organisation skills could get you far on a talent show.

You're always questioning yourself and aiming for the best result, and this bleeds over to challenging others and briefs too. It's clear you get the wider impact of your role and your actions on other individuals and projects; that's why you're always paying attention to those little details. This way, everything you do leads up to delivering the best results for our clients. 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...

- Managing client responses for the Live division
- Interpreting the client brief to ensure a suitable solution is proposed
- Working seamlessly with relevant departments to develop the perfect response in line with the brief
- Writing elements of the proposal relating to project management
- Logistically managing the response, including response outlines, establishing clear timelines, production time scheduling and source supporting (e.g., imagery and case studies)

- Managing the pricing process, working with departments to populate budgets in Procim
- Reviewing and adjusting the budget against the response content and client budget to work within agreed parameters, establishing optional items
- Updating the proposal status in key systems (e.g., Hub Spot and Procim)
- Leading preparation for pitches, including presentation content and additional information
- Confidently presenting at client pitches
- Managing the hand over from proposal to the Live Operations team
- Working with the Live Response Manager to share best practice when working on responses, including previous successful examples
- Proactively seeking to develop one's own skills and those around you
- Participating in training where necessary

## What's in your toolbox...

- At least two years' experience in event management and/ or communications in a similar position under your belt
- Quick to interpret a brief and what it needs to achieve, identifying key requirements and communicating this clearly to others
- Champion at working under pressure and prioritising your workload to meet challenging deadlines
- A logistical and practical mindset
- Easily understand people and environments, adjusting your behaviour, working style and communication style accordingly
- Good written and verbal communication skills to orchestrate internal departments, external resources and their responses
- Commercial awareness for internal budget creation and management
- Strong Microsoft Office skills, especially in PowerPoint (I bet you're glad we didn't say Excel!)

## 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 Windsor, London or 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.