

job description

Role: Venue Consultant

Department: Project Management

Location: Flexible

Salary: Negotiable

Your reason for being here...

To support the Project Management team and source the best venues that meet the project brief to create tailor-made proposal documents along with venues tried lists and accurate costing tables.

How you make it all possible...

As an organisational superstar, you will assist venue searches by using your passion to find imaginative & relevant venues throughout the UK and worldwide, to make dreams come true!

You'll use your incredible attention to detail to ensure venues are to spec and your drive, passion, flexibility, and adaptability to find amazing venues and locations will shine through!

The way you roll...

- Strive to find suitable, relevant and imaginative venues throughout the UK and worldwide
- Act as a consultant to the wider team; challenge the venue brief to ensure it is specific and will bring in the best venue for the project
- Focus on providing solutions to challenges; include suggestions for approaching things differently that may create more opportunities
- Keep updated on venue knowledge through visiting venues, related exhibitions, attending FAM trips and reading industry news
- Negotiate with suppliers to achieve the very best rates and added value deals
- Achieve at least an annual average of 30% savings
- Increase commission by an annual average of 15%
- Prepare venue proposals including recommendations for use and most suited options together with a rationale
- Produce accurate cost tables and comprehensive venues tried lists for each search
- Be a supplier liaison and champion providing unrivalled support to the Project Managers

- Keep our venue databases and previous history information up to date
- Contract negotiation and management to ensure the best terms and conditions are agreed for our clients
- Efficiently chase suppliers for information to ensure the project timelines are always met
- Regularly attend live projects to keep your knowledge fresh of how the venues are used
- Attend supplier meetings and FAM trips to keep knowledge up to date and report back on experience
- To carry out any reasonable request by the department Director and Manager
- To report to Clients / Project Managers / Directors as required

What's in your toolbox...

- Good venue knowledge in the UK and Worldwide
- Experience working in an events agency
- A understanding of event organising and operations
- Understanding of hotel operations
- Good keyboard and computer skills with Microsoft Office (Word, Excel and Outlook)
- The ability to work with figures in order to issue accurate quotations
- Strong negotiation skills
- Solution-driven
- Good organisational and time management skills with the ability to prioritise workloads
- Ability to work independently and to 'think outside the box'
- Analytical thinking to be able to sift through lots of information to provide the most relevant solution
- Positive, friendly attitude
- Excellent attention to detail
- Excellent communication and inter-personal skills
- Flexible attitude to working hours
- Able to travel throughout the UK and overseas
- Driving licence

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 is not tied to any office location, 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. We're committed to building a diverse, inclusive, and authentic workplace where everyone can be their best, so if you're excited about this role, we would love to hear from you and look forward to receiving your application.

Data Security (not super exciting, but necessary)

Please familiarise yourself with the DRPG Information Security Policy and The Pool Privacy Policy in the links below.