



Event Project manager, 20000 грн.

📍 Київ,

Компанія: Art of MICE

Рубрики: [Реклама, маркетинг.](#)
[PR](#)

Вимоги

Освіта: повна вища

Досвід роботи: від двох років

Графік роботи: повний робочий день

Опис

вакансії

WHO WE ARE:

ART OF MICE Agency — is a combination of experience, capabilities and resources in MICE & Marketing events in B2B. We provide full cycle of services from creative communication strategy to efficiency analysis in MICE & Marketing companies sphere to increases sales/traffic or/and to support image.

WHOM WE LOOKING FOR:

- Open-mind, burning with a desire and skilled **EVENT PROJECT MANAGER**
- Event project managers plan and execute events, leading teams from the initial conception of the event to its successful completion. This role requires excellent event-planning skills along with the ability to define project milestones and deadlines and coordinate both teams and external contractors to ensure a successful and enjoyable event that meets organizational goals and expectations.

SKILLS & QUALIFICATIONS:

Event project managers balance logistics, financial management, and detailed event-planning tasks. Most event project managers have at least a bachelor's degree and the following skills:

- Perfect creative & presenting skill — participation in brain storms and generating slogans, concepts; preparing selling presentations according to the request and budget expectations.
- Event planning — a background in event planning is key in this role, as most events have many elements that need to work together in order to create a positive experience for guests
- Project management — experience with project management principles and best practices is very helpful in this role to ensure that event elements are organized and event teams stay on schedule
- Vendor relationship management — event project managers work with many vendors leading up to events, so skill with relationship management and negotiation are vital
- Logistics skills — this role requires significant logistics planning and management, so the ability to make decisions about several logistical elements of an event is essential for event project managers
- Budget management — event project managers also oversee financial elements of event planning and execution, so budget and financial management skills are vital
- Communication skills — effective written and verbal communication is also essential in this role, since event project managers need to work with internal teams, clients, and external vendors

- Time management, attention to details, multitasking

Ability to work in team under strict pressure & deadlines, but with sympathy and kind attention to each other.

WHAT WE OFFER:

- Competitive salary & bonuses according to your professional level and results
- Creative young and self-driving team
- Cozy office place at the center of the city (Pecherskaya metro station)
- Possibility to travel and produce events worldwide.

Please send Your CV & Portfolio in English (presentation with your major achievements)

Контактна інформація

Адреса: Киев