

First Event
First Event
First Event

FIRST
EVENT



Technical Project Lead

| | |
|-----------------------|--|
| Salary: | £40,000 - £45,000. |
| Contract Type: | Full time, permanent. |
| Benefits: | EOT bonus, healthcare scheme, enhanced pension scheme, unlimited holidays, flexible working environment. |
| Location: | North Leeds office, with fully flexible and remote working. |
| Reporting to: | Head of Innovation & Technology. |
| Line Reports: | Technical Project Manager. |

Life at First Event

We're one of the UK's leading event companies, and have been for the last 20 years. But no matter how long we've been around, one thing that never gets old is our deep-rooted passion for creating jaw-dropping events all around the world.

First Event is only as good as the people who work here, and you won't find another workplace culture like ours. Whilst a clear strategy is important to the growth of our business, it means nothing without the people that make the magic happen. We are firm believers that our success depends on our people, so we want every single person in the First Event Fam to love what they do and to be proud of the events they create.

That's why in 2021 we decided to become an employee-owned company. This decision not only secured our strong ethos, creative freedom and core values, but also cemented the future independence of our team. Our employee council, made up of members across each department, work closely with our management team to create a fun and encouraging environment that allows us all to flourish and thrive.

So, you want to work for us? Good choice. We quite like it here too. We promise you a warm welcome and some pretty cool perks along the way!

About The Role

At First Event we are renowned for delivering logistically brilliant and strategically impactful events, across a broad spectrum of clients. From conferences and exhibitions to big incentives and digital first events, we are at the forefront of the experience industry.

The role of Technical Project Lead will be pivotal in maintaining our reputation for exceptional event experiences. You will work closely with clients, suppliers, and internal teams to ensure flawless execution of AV elements across client events from concept to delivery.

It is an exciting time to join the First Event Team as we continue to expand and evolve our client proposition; delivering creative and tech first events with impactful results. Working on events of varying sizes, this role requires a broad understanding of AV equipment and technology, project management skills, high levels of organisation and a passion for delivering experiences through cutting-edge audiovisual technology.

Role & Responsibilities

- Supporting the creation of pitch decks and presenting proposals, budgets, visuals and ideas to clients in calls that truly showcase what we can deliver, providing a strong return on investment.
- Collaborate with clients and provide expert advice on the latest AV technologies and trends, helping clients and our team to make informed decisions
- Create comprehensive technical briefs that outline the AV requirements, equipment specifications, and technical considerations for each event which translate the clients vision into realistic and innovative solutions
- Develop accurate budgets for all AV aspects of events, considering supplier, internal costs, and any additional expenses.
- Work with the operations team to ensure these budgets are adhered to and that the AV portion of the event remains profitable..
- Be the internal AV lead, supporting the Technical Project Manager in all things AV including checking and signing off budget proposals, approving concepts and driving the strategic vision of AV in line with our 360 event approach.

- Working alongside the creative team and Head of Technology and Innovation on the ideation of creative pitches by collaborating with new and innovative ideas that fulfil the clients briefs while bringing in new ways to enhance the event experience through the use of AV technology.

Resourcing and people management

- effective resource planning and management of freelance support
- Conducting regular 121s and developing internal skills and knowledge through on the job mentoring
- Attending new business calls and communicating to the team on new projects

Studio and technical asset management

- Managing the schedule of the in-house event studio to ensure a smooth and efficient service for both client and internal events and client pitches
- Maintenance and development of the studio, scoping fresh ideas to build on existing success and implementing new enhancements
- Ensuring a full catalogue of equipment is up to date and maintained

Personal Specification

Required

- Broad technical knowledge of AV, systems, and technologies, including audio, lighting, video, and rigging. Experience in client facing roles, managing budgets with a commercial mindset
- The ability to handle multiple projects simultaneously and meet deadlines
- Excellent communication and interpersonal skills, capable of effectively collaborating with clients, suppliers, and internal teams
- Strong problem-solving abilities, with the capacity to think creatively and find innovative solutions to technical challenges
- Flexibility to travel and work onsite during events, including evenings and weekends, as required
- Experience managing a people with the ability to coach, mentor and develop

Desirable

- Collaboration with an events agency or production company
- Proficiency in 3D Visualisation/CAD software
- Proficiency in using media Editing software

Our Values

We love that our vibrant team is made up of so many different personalities. No matter how different we are, we're all united by our core First Event values, which sum up the kind of people we're looking for.

These are the values that bring us together, make us a force to be reckoned with and help us deliver the outstanding events we're globally recognised for.



How to Apply

We are a friendly bunch who work hard whilst having loads of fun along the way! Fancy finding out more?

Please email a copy of your CV to careers@firstevent.co.uk