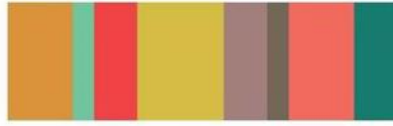


# PHILIPPI VILLAGE



## Advertisement – Event Manager

Philippi Village (Pty) Ltd, a mixed use business and eventing hub in Philippi, is looking for someone who has experience within event management and is passionate about social impact, to grow an already existing commercial department.

The candidate must be able to plan and execute a variety of different types of events including, but not limited to:

- 1) **Community activations** – All community-focused events, and department open days eg pump track, farm, cinema – pushing/contributing towards our impact indicators, open days.
- 2) **External events** – The goal of these events are to generate profit:  
[ this includes people who use our conference space, meeting rooms, film site, sound studio, outdoor spaces, multi sport court and amphitheater – renting out of the space to model/advertisement agencies, film production companies and recording or voice acting companies.  
The successful candidate will also be responsible for hosting tours of the Philippi Village space;
- 3) **Internal events** eg. career exhibition, collaborations – venue sponsor – still generate some form of revenue but at least cover the operational costs.

The candidate will also be responsible for managing and overseeing our kiosk on a daily basis. The candidate will not only be responsible for planning the events, but also making sure that the event is well marketed and directed at the most appropriate target audience.

**The primary duties, tasks and responsibilities associated with this role will be as follows:**

### **Event Packages and Database**

- Review current event packages and establish and/or amend range of event packages which include but are not limited to the following: What commercial spaces are available, at what rate, and any applicable discounts, special requirements or on-the-day arrangements;
- Ensure that database of external suppliers for catering, transport, gifting, photography/videography or any other applicable service provider is updated weekly;

### **Enquiries**

- Respond to enquiry for event within 48 hours;
- Feedback on or follow up with new enquiries and update any necessary legalities or forms – POPIA, indemnities, releases and consent notices/provisions;

### **Event Planning**

- Manage, drive, execute and oversee the entire eventing process, from inception of the client or event request, to negotiating specifics with client, to providing an invoice, assist with marketing (where necessary), oversee the event (where necessary), oversee and manage cleaning and pack up;
- Notifying security and tenants timeously of any events affected or applicable to them (subject to event size);
- Liaise with maintenance, cleaning, IT, caterers and other applicable service providers.

### **Execution**

- Attend events and ensure everything goes according to plan (where necessary);
- Make sure that all arrangements and planning has been executed as per the client's brief or agreed plan, and make sure the needs of the client are met;
- Conduct walk through prior to event ( depending on scale and client).

### **Post – Event**

- Provide debrief or report for each event that would entail: Highlights, lowlights, challenges and learnings;
- Ensure that everything that was hired for the day is timeously returned;
- Liaise with maintenance re-cleaning of venue;
- Compile a thank you card from Philippi Village and send it to clients post events;
- Compile questionnaire (testimonial included) and send to client and request photos [ include areas of improvement];
- Ask clients to write reviews on google 1 week post-event;
- Make a post on the morning of the event on Philippi Village social media platforms;

### **Eventing Department Reporting**

- Reporting: Provide weekly and monthly eventing reports which should include details of upcoming events; post event debriefs and learnings; revenue and profit figures per event; and include measurable impact indicators from all events (internal/external/community).

### **Kiosk**

- Daily oversight which would include overseeing a space activator/intern;
- Management of kiosk, stock take and replenishment of stock;
- Collaborate with community and tenants to include gifting items in our kiosk;
- Work with finance around costings.

### **Personal Competencies and Required Experience**

- A minimum of 2 (two) years experience in a similar eventing role is required;
- Having the appropriate commercial understanding and skillset is mandatory.
- Vibrant
- Comfortable with public speaking
- Organisational skills
- Time management

- Ability to be flexible with your time (please note that the successful candidate will be required to work overtime and weekends, as required)
- Interpersonal skills.