

## **Event Manager / Project Manager - Freelance (m/w/d)**

### **The Company**

Savant Events is one of the most innovative conference businesses in the industry, based in Berlin and London. We create, sell, market and run a series of high-end boutique conferences in forward-thinking industries such as e-commerce, digital and supply chain. Savant Events is a special place to work: We are dynamic, disruptive and young, which gives you unrivalled opportunities for development, personal growth, travel and succession!

### **The Role**

This is an exciting role for an event manager with at least 3-4 years of experience in organising cutting-edge events. You will be responsible for an entire portfolio of leading industry conferences in Europe as well as for developing new exciting launch events and business opportunities.

### **Your Job**

- You organise high-end business conferences for senior executives in Europe and internationally
- You are responsible for the preparation, planning and on-site management of our conferences
- You work closely with the team from production, marketing, delegates and sponsorship
- You are the main point of contact at the event for speakers, sponsors, delegates and suppliers
- You are coordinating directly with the event locations and event suppliers
- You are responsible for the preparation of all event related material & event branding
- You are in charge of idea creation, implementation and execution of social programmes around the conferences
- You shortlist potential venues for new events in Europe and overseas
- You put together post event report and evaluate our conferences
- You book the travel arrangements for the team, speakers and advisory board members

### **Your Profile**

- You have a degree in event management or 3-4 years of experience in organising high-end quality events
- Very organised, thrive under deadlines and able to prioritise workload
- Excellent communicator that is confident dealing with customers, partners and suppliers
- You are dynamic, flexible and resilient and thrive on new challenges
- You are a self starter and have the ability to work unsupervised
- Working language is English, C2 level in English required
- You have excellent skills in word, excel, power point, experience with CRM tools and social media is an advantage
- Candidates need to have permission to work in Germany

### **Our Offer**

- An amazing company culture and exposure to clients both domestic and international
- Flat hierarchy, short decision making process and opportunity to work directly with the two co-founders
- Travel to our events in Europe and internationally
- Independent work at a high level with numerous training
- Unique opportunity to grow with a thriving business
- Work with an international team in two of the coolest cities on earth, Berlin and London
- An inspiring and fun work environment in one of the coolest coworking spaces in central Berlin
- Competitive salary package as well as long-term career prospects
- The role has the potential to become full-time in the future

Review of applications will begin on the 2. August. Starting date would be end of August/beginning of September.

We look forward to receiving your application, including cover letter and CV, as well as your earliest start date and rate via e-mail to [info@savant-events.com](mailto:info@savant-events.com)