



de Gournay

EVENT PRODUCER

Role

As an Event Producer at de Gournay, you will be responsible for overseeing the end-to-end execution of events, collaborating closely with internal teams (creative, production, logistics) and external partners (suppliers, sponsors, and collaborators). You will report directly to one of the Directors and Owners, as well as the Brand Director, to ensure the seamless execution of all event-related activities. Other responsibilities include assisting with scheduling shoots and coordinating with videographers and photographers to ensure content is approved and ready on time. There will also be opportunities to assist with shoots, events, and more through assisting the Creative Director or Special Projects Director.

The Event Producer will manage all aspects of event planning, conceptualization, scheduling, and operations. With a comprehensive understanding of each event, the Producer will provide strategic oversight and coordination to ensure a successful outcome from the planning phase through to the event's completion. The role will require a balance of creative vision, organizational skills, and a proactive approach to managing logistics and resources.

Responsibilities

Pre-Event:

- Collaborate with the creative team to conceptualize event themes, décor, and experiential design elements that align with brand values.
- Collaborate with external vendors and suppliers to secure resources and services.
- Develop and nurture relationships with potential sponsors and collaborators, ensuring alignment with the event's goals.
- Manage event budgets, ensuring approval of quotes and timely processing of payments to suppliers.
- Partner with the creative team to define the event's vision and liaise with the production team to ensure timely delivery of all materials, products, and collateral.
- Create and manage production schedules, ensuring timely execution of event milestones.
- Coordinate internally with logistics teams and externally with suppliers for on-time deliveries.
- Develop and implement a comprehensive run-of-show for all event personnel and external suppliers.
- Organize logistics for event staffing needs, including waitstaff, chefs, sous-chefs, security, and coat check staff.
- Ensure the provision of food and beverage supplies, coordinating with vendors and internal teams as necessary.
- Work with the social media team to ensure any content creation requirements for sponsors are identified and met.
- Maintain a comprehensive checklist of required materials for both event setup and de-rig, ensuring no details are overlooked.
- Collaborate with the marketing team to develop event marketing campaigns and promotional materials.

During the Event:

- Oversee the smooth execution of event elements such as styling, decoration, lighting, music, F&B, goodie bags, and coat checks.
- Train, supervise, and debrief event staff to ensure efficient operations.

- Communicate with kitchen staff/chef to ensure timely food service and coordination of menus and service.
- Respond effectively to unforeseen challenges or emergencies, ensuring minimal disruption to the event.

Post-Event and De-rig:

- Create and implement a de-rig schedule, ensuring timely breakdown and return of event materials.
- Coordinate the collection and shipment of event materials from suppliers and sponsors.
- Work closely with the internal logistics team to oversee the packing and storage of event props and collateral.
- Track and report on key event metrics, such as budget adherence, guest satisfaction, and event impact
- Conduct post-event evaluations and debriefs and reports.

Skills and Qualifications

- Strong attention to detail and organizational acumen.
- Collaborative team player with a focus on building strong working relationships.
- Exceptional negotiation skills and the ability to handle high-pressure situations.
- Creative problem-solving abilities with a proactive approach to troubleshooting.
- Positive, energetic attitude with a solutions-oriented mindset.
- Proven experience managing complex events with multiple moving parts.
- Excellent communication skills, both verbal and written.
- Proficiency in English; French language skills are a plus.
- Flexible and adaptable, with a willingness to travel as required.
- Strong proficiency in event management software and creative tools.
- Willingness to travel both domestically and internationally for off-site events, with flexibility in scheduling to accommodate event timelines.

LOCATION: London, Chelsea.

START DATE: Early 2025

SALARY: Competitive according to level of experience.

This position is a full-time role based in our London offices. Applicants must already have the right to work in the UK.

Please submit your CV and portfolio of recent work to **AMIRA@DEGOURNAY.COM**

