

## ABOUT THE ROLE

The Commercial Event Producer is responsible for the project management of all trade marketing events, live tours, sponsored events and client entertainment experiences at Mamamia.

<b>Duration</b>	Full-time permanent
<b>Location</b>	Sydney
<b>Reports to</b>	Head of Partner Integration
<b>Direct Reports</b>	None - but manage 3rd party and offshore resources as required

## RESPONSIBILITIES

### PROJECT MANAGEMENT

- Take briefs from the Commercial Leadership Team for IRL and virtual events and client entertainment experiences.
- End to end project management for client sponsored events and live tours.
- Collaborate with teams across Mamamia to exceed client expectations and deliver brand integration as previously agreed.
- Work with the Commercial team to manage guest lists and invitations for trade events.
- Project manage IRL and virtual events as required.
- Manage event budgets, negotiate with vendors and track costs.
- Schedule and chair event WIP meetings with key stakeholders, including creation of presentation decks and meeting notes.
- Use Project Management tools (e.g. Monday) to coordinate deadlines with internal stakeholders. Coordinate with Consumer Events team to manage Commercial events, resources and talent within the central Mamamia events calendar.
- Travel as and when required.

Manage projects on time and to budget.

Client and RevComm objectives and deliverables are met.

Event execution is aligned with Mamamia brand tone and style guide.

### TALENT MANAGEMENT

- Source and shortlist talent (internal and external experts) for approval, complete background checks.
- At times, manage talent outreach by creating pitches and reachout via email, DMs and other creative channels.
- Oversee all contracts and negotiations, escalating to Senior stakeholders as needed.
- Schedule bookings for filming and IRL event appearances, including travel.

Securing desirable talent. Managing to budget.

Talent involvement is aligned with client / Mamamia expectations and is delivered to brief.

### VENUE AND VENDOR MANAGEMENT

- Identify and shortlist venues for approval, complete site visits.
- Secure proposals and quotes.
- Liaise with venues, vendors and suppliers as required.
- Oversee all contracts and negotiations, escalating to Senior stakeholders as needed.
- Act as the lead person on the ground for all IRL events.

Managing to budget.

<p><b>CONTENT PRODUCTION MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>- Project manage Editorial, Marketing, Design and Video teams to create virtual event content, including: scripting, filming, and video production.</li> <li>- Project manage Editorial and Marketing teams to create IRL event and live tour materials.</li> <li>- Schedule and run all rehearsal sessions, table reads etc.</li> <li>- Manage offshore virtual assistants to create, proof and edit content as required.</li> </ul>	
<p><b>MISCELLANEOUS</b></p> <ul style="list-style-type: none"> <li>- Be the commercial point of contact for any other B2B events that may arise. e.g small scale trade events (dinners/interstate travel etc)</li> <li>- Run point on internal strategy day's e.g. sourcing and booking venue, tech requirements etc</li> <li>- When capacity permits, assist the Partner Integration and Partner Strategy teams with the delivery and execution of Competitions, Sampling and Marketing as and when required.</li> </ul>	<p>Deliver to brief, budget and lead times.</p> <p>Curiosity to learn new skills in other areas of the business when Events workload permits.</p>
<p><b>ABOUT YOU</b></p>	
<ul style="list-style-type: none"> <li>• 2-5 years in an Event Management role, or similar, is preferred.</li> <li>• Exceptionally organised project manager with a passion for events.</li> <li>• Strong problem solving skills and the ability to adapt a measured approach in a fast-paced environment.</li> <li>• With superior attention to detail, you are experienced liaising with external suppliers and delivering innovative events within budget and time constraints</li> <li>• A strong commitment to continuous process improvement, initiatives, and ability to solve problems creatively.</li> <li>• Experience with talent management.</li> <li>• Experience with contracts and budget management.</li> <li>• Strong communication and presentation skills.</li> <li>• Ability to give and receive effective feedback with curiosity and respect.</li> <li>• Possess a PMA (Positive Mental Attitude) and wow your clients and co-workers every day</li> </ul>	