



## **Event Manager - Mosaic Events**

### **About Us**

Mosaic Events is an established event and association management company with a proven record of delivering seamless services for over 20 years. Mosaic is a professional agency helping associations become more profitable. We pride ourselves on our friendly approach, delivering anything we do with enthusiasm and efficiency. **For further information visit [www.mosaicevents.co.uk](http://www.mosaicevents.co.uk).**

### **The Role**

We're seeking an experienced and passionate Event Manager to join our fantastic team. As an Event Manager at Mosaic Events, you'll be responsible for planning, organising, and executing a range of association conferences whilst delivering exceptional client service.

This is a fully remote position requiring strong independent working skills as part of our distributed team. We're seeking someone who can foster a collaborative work environment through knowledge sharing, innovative thinking, and active team support.

### **Key Responsibilities**

- Manage multiple conferences from conception to completion, including budget creation and management
- Coordinate with suppliers and venues to ensure all elements come together seamlessly
- Manage site visits and venue inspections, assessing health and safety, accessibility, and risk management requirements
- Create detailed event timelines and project plans
- Lead and manage event teams during live event operations
- Maintain strong client relationships through proactive communication and follow-up
- Analyse post-event feedback and metrics to continuously improve services
- Support with identifying new business opportunities
- From time to time, you'll lead specific project initiatives, such as updating our sustainability policy and similar strategic work.

### **Required Qualifications**

- **5+ years' experience of professional event management in either an agency or as an in-house PCO (*Professional Conference Organiser*) is essential**
- Previous experience of delivering association conferences
- You must be able to work independently, **the role is based fully at home** (*excluding when you are on-site managing events*)
- Exceptional organisational skills with meticulous attention to detail
- Outstanding communication and interpersonal abilities



- Problem-solving skills and ability to remain calm under pressure
- Proficiency with event management software ideally in Cvent (not essential)
- Flexibility to work evenings and weekends as required
- Valid driver's license and a vehicle you can use for work (*please note you will be working away at least once a month on average*).

### **Preferred Qualifications**

- Bachelor's degree in Event Management, Hospitality, or related field
- At least 2 years' experience of using Cvent to manage events
- Experience with virtual and hybrid event formats
- Established industry connections with venues and suppliers
- Portfolio of successfully executed events (*you will be required to outline these at interview*)

### **Benefits**

- Competitive salary based on experience (*starting at £32k+ per annum*)
- 23 days holiday plus bank holidays (*includes Christmas Eve*)
- Performance-based bonuses (*reviewed annually*)
- Health insurance including dental
- Life insurance
- Professional development opportunities, including 2 annual team training days with social events
- All overtime will be paid or can be taken as lieu hour by hour
- Opportunity to work on diverse, high-profile events

### **How to Apply**

#### **Questions Welcome**

We encourage potential candidates to ask questions about the role during our questions period (3-13 June). This is an excellent opportunity to learn more about the position and our organisation. Please contact [sam@mosaicevents.co.uk](mailto:sam@mosaicevents.co.uk) or call on +44 (0) 7512 320287 for more information.

#### **Application Submission**

All applications must be received by **5:00 PM on Tuesday 17 June 2025**. Please submit your CV, cover letter, and a brief overview of an event you're particularly proud of previously delivering to [sarah@mosaicevents.co.uk](mailto:sarah@mosaicevents.co.uk) with "Event Manager Application" in the subject line.

## Selection Process

Shortlisted candidates will be invited for initial telephone interviews, followed by final face-to-face interviews for successful candidates.

*Mosaic Events is an equal opportunity employer committed to diversity and inclusion in the workplace and welcome applications from all suitably qualified candidates.*

## Timeline

Action	Date
Position published	Tuesday 3 June 2025
Questions period	Tuesday 3 June to Friday 13 June 2025
Application deadline	Tuesday 17 June 2025
Shortlisting and telephone interviews	Thursday 19 June and Friday 20 June 2025
Final interviews face to face	Wednesday 25 and Thursday 26 June 2025
Appointment confirmed	Friday 27 June 2025