**Operations Executive**

ThoughtLeaders4 is a full-service legal events and content provider with decades combined experience. Leveraging our expertise and strong relationships with key experts across the globe we create focused communities, content and events that deliver critical knowledge transfer and new business opportunities.

Our aim is to create a community for members to share their thoughts, meet new contacts and to reconnect with existing friends.

# **The Role**

Assist with the management an array of events within the team, along with support from the TL4

operations team. The environment is busy and challenging and you have to be able to work on

multiple projects ensuring consistency in delivery.

Work closely with the wider TL4 teams, project managing the delivery of small workshops and

roundtables from beginning to end, developing and creating new innovative products that will

enhance the customer experience at TL4 events.

# **Project management and event-related activities**

• Assist in the management of standard events including, but not limited to conferences,

workshops, roundtables, dinners.

• Managing delivery of small workshops and roundtables.

• Setting up and ensuring constant maintenance of event dashboards.

• Setting out KPIs and preparing regular reports on event performance.

• Management of venue and catering requirements.

• Assisting with rooming list management.

• Creating and sending timely delegate communications.

• Preparation of conference literature and event signage.

• Assisting with coordinating speaker prep calls.

• Creating and sending speaker logistics communication. Managing associated requirements.

• Souring and managing audio visual requirements.

• Implementation of registration and badging facilities.

• Assisting in proposing and coordinating enhance event design options including

entertainment, photography, branding.

• Assisting with coordinating accommodation and travel.

• Setting up and sending event surveys.

• Post event evaluation procedures and wrap up.

**Financial management:**

• Management of working budget and taking ownership of ensuring that event costs are constantly reviewed in line with ROI.

• Working within the minimum 50% margin target; rapidly reporting and escalating any divergence from this target.

• Invoice management.

• Negotiate best value for the Company with third-party suppliers, e.g., printers, venues, AV suppliers.