



DUBAI OPERA

Events Manager

Job Role Summary

This role is responsible to develop prospect leads and for providing a high level of event management expertise across a broad range of events including: weddings, banquets, conferences, corporate use and other large scale special events. This is a dynamic role, incorporating a wide variety of tasks and activities to ensure delivery of successful events while maximizing client satisfaction.

Qualifications, Experience and Skills

- Professional qualification in related areas and/or 3 years' experience in Event Management.
- Proactive approach with a proven track record with considerable sales experience from similar events environment, such as corporate launches, weddings, fashion shows, awards and conferences.
- Demonstrable sales skills and a track record of achieving and exceeding sales targets.
- Proven contract negotiation and management skills.
- Ability to understand the Dubai Opera brand and become effective operationally in a short time.
- Project and event management skills including organisational, time management and prioritisation skills, and the ability to manage several events simultaneously while implementing best practices.
- Experience of preparing project time lines.
- Capacity to manage a busy workload with high productivity.
- Excellent computer skills including event management system and Microsoft Office skills (Word, Excel, Outlook, PowerPoint) with experience of managing database.
- Strong communication skills, conflict resolution and interpersonal skills.
- Multi-lingual with fluent English, Arabic is plus.

Key Accountabilities

- Support the Senior Events Manager with any delegated tasks or assigned events to make sure all leads are actioned on timely manner and professionally.
- To pro-actively seek business opportunities to generate business and contribute to sales activities to deliver or exceed minimum standards of performance.
- Manage designated events pro-actively with a structured project management approach.
- Respond to all clients' queries in timely manner, producing detailed proposals for all types of events.
- Assist in managing third-party relationships and liaising with the assigned caterers/service providers to deliver F&B requirements as per client needs and expectation.
- Manage the event on the event day and efficiently dealing with any queries or problems which arise.
- Overseeing the setup, dismantling, and removal of the events.
- Share common learnings with the Senior Event Manager and other colleagues to create "best practice"
- Ensure continual awareness of competitor's strengths and weakness, as well as pricing and packages.
- Oversee and insure compliance to all relevant QHSE management policies, procedures and controls to ensure that Dubai Opera provides a safe world class secure and environmentally responsible service to customers, the public and its own people.
- Provide support for the other events as directed.
- Develop and maintain weekly event pipeline.
- Achieve weekly site visits and sales calls to target new leads.

