



Job description.

Event Producer **Events & Experiential**

Our company

At Organic, film and television is what we love. We hire people who are passionate and have energy and enthusiasm for the industry we work in.

We're a communications agency specialising in PR for the entertainment industry. We surround our clients' content with small teams of experts who collaborate to be productive, responsive and accommodating. We build exciting campaigns around content of all kinds targeting audiences that will love them. We've been around for 20 years so we have strong roots in our industry, but we approach all our work with a fresh, innovative and forward-thinking approach that enables creativity to thrive. We believe that in order to be successful partners for our clients, we need to be **experts** in what we do; be **creative** in the way that we think; and be **nice** to work with on every campaign.

Our values are built around **Togetherness, Diversity, Inclusion** and **Passion**. We subscribe to the concept of **All In**. All In is our commitment to building a truly inclusive culture full of diverse people, thought and perspective. We oppose all prejudice and discrimination and are active in our pursuits of creating a culture that is representative of the different communities and intersections within Organic, Havas and the wider industry, community and society.

The role

You'll report to the **Executive Director – Events & Experiential** and will play a pivotal role in the success and growth of Organic's Events department.

The role of the **Event Producer - Events & Experiential** is to deliver events and experiential ideas for entertainment clients; from premieres and immersive experiences, to elevated screenings, talent lunches and industry events. You will have significant experience of managing high-profile events, be detail oriented and have a strong ability to multitask.

This position plays a crucial role in creating activation/pitch proposals, leading on production budget creation, managing operational logistics, identifying, briefing, onboarding third-party suppliers, whilst overseeing project teams both throughout pre-production and delivery stages. You will be confident managing up as well as down, taking a pro-active role in managing junior team members and being prepared to muck in as required.

The Event Producer is an exceptional project and team manager. You will be highly organised, process-driven and thrive in a fast-past environment. You will have a passion for working in events and will be prepared to regularly work at out of hours events which is an essential part of the role.

Your goal

Be valued as a trusted, experienced and reliable member of the team



Our goal

Make you a valued, integral member of the events team and ensure that you have the skills and support to achieve your goals.

Your generalism

The **Event Producer** needs to bring a core set of skills to the table.

1. **Be organised** – you'll be handling multiple tasks so you need strong project management skills
2. **Be proactive** – support the Executive Director in seeking out opportunities to add value and help drive new business
3. **Be detailed** – we believe that in events, the devil is in the detail.
4. **Time Management** - have meticulous time management; allocating time appropriately to planning, scope and budgets, campaign activity and wrap up.
5. **Be communicative** – excellent written and communication skills, both with clients, suppliers and team
6. **Be creative** – a creative and strategic thinker who can implement and execute all aspects of experiential ideas and stunts
7. **Excellent Attention to detail** – check everything, then check it again. Even if you didn't do it.
8. **Be a team player** – we work in teams almost all of the time so you need to be dependable and accountable. You'll have no ego when it comes to volunteering to support the team - whether it be taking care of administrative tasks or getting in stuck in with more basic jobs on the nights (packing goodie bags, running errands, etc)
9. **Bring the energy** – be prepared to keep a cool head when working under pressure
10. **Be Resilient** - be resilient, positive, calm, proactive and solutions-driven – always think one step ahead.
11. **Ability to be flexible** - adapt to changing priorities and situations, being able to juggle complex workstreams.

Your specialism

You'll need to have the skills to be able to excel in these areas of event management:

1. **Event Research** - Researching venues / activities / props / suppliers.
2. **Overseeing logistics** – handling and overseeing junior staff / freelancers / suppliers where appropriate on logistics for event e.g. booking cars, travel, hotels etc
3. **Event Staff Management** – book freelancers / brand ambassadors / local crew / production staff as required per job
4. **Budget Management** – manage the event budget / ensuring all detail is captured / making changes / invoice management and submission / budget reconciliation / CONCUR management.
5. **Supplier Management** - Booking / Invoicing / production timeline management / negotiation on costs
6. **Supplier Production** - Ordering event items / printed goods
7. **Creative brainstorming and pitching** - attend brainstorms, write proposals and present concepts in response to client briefs, coming up with new and exciting event and experiential ideas



8. **Event Planning** - Coordinate logistics and event management prior to day of event. Creation and writing of event management plans / timelines, schedules, crew call sheets / staff briefing documents as necessary
 9. **Day of Event Management** - manage event builds, event running and de-rigs where appropriate and agreed
 10. **Work with event sponsors / product suppliers** where necessary or as requested
 11. **Manage RAMS / health & safety** – liaising with third party health and safety advisors to create appropriate RAMS documents for events. Liaise with all suppliers to get their RAMS and submit them to appropriate parties
 12. **Guest Liaison** – Liaise with PR/Events Team / client / third party agencies on guestlists / host bookings / transport plans / seating plans / registration
 13. **Client liaison** – support ED and lead on client comms and oversees junior team on meeting minutes. Provide excellent customer service and act as a point of contact for clients and attendees at events.
 14. **Site Visits** – Attend venue site visits and managing suppliers / clients on these visits
 15. **Oversee Asset management** – ensuring artwork for production is designed, approved by clients and delivered to suppliers and the production within deadlines
 16. **Oversee Co-ordinator in sending out of Invitations, Room Drops, Mailouts etc** ensuring that this is process driven and well managed if required
 17. **Provide excellent customer service** and act as a point of contact for clients and event / experience attendees.
 18. **Identify opportunities within the agency to grow the event business and lead on cross-department project maximisation**
 19. **Collaborate closely with other departments**, including ideation & development; attending regular internal sync-ups
 20. **Work at out of hours events** – given the nature of the role, there will be regular out of hours work such as evening events & premieres and occasional weekend work as required and agreed (TOIL will be given back where there is extensive out of hours work)
 21. **Team Management** – Manage Account Executives, offering guidance, feedback and support, as well as managing upwards as required
 22. **Talent management** – ensure all logistics for talent attended events are managed and overseen in concert with talent handlers and client liaison e.g. talent routes/collections/green rooms
 23. **Feed into agency Goal Setting** with proactive initiatives and positive ideas around the key pillars of People, Work, Clients, Reputation and Growth.
 24. **Be passionate and inspired** – show a keen interest and knowledge of entertainment content, particularly events, film and television.
 25. **Be fully competent with internal finance processes**; including overseeing of campaign budgets, processing POs and invoices efficiently, working on Pulse (full training to be given)
 26. **Be involved in the selection and interview process of potential candidates** for new hires within the team, providing formal offers to successful candidates, liaising with recruitment consultants if required and liaising with the People Team re contracts and equipment.
 27. **Attend bi-weekly Senior Management meetings and monthly New Business Meetings** - to ensure communications across all departments of business is coordinated and collaborative.
 28. **Be nimble and flexible** – Be prepared to think on your feet and react under pressure. Always be able to make clever decisions, on the spot, that can improve an event outcome.
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Our shared values

Togetherness: We all get stuck in to get a result. We support each other, as experts, with humanity and compassion. We have fun together, which feeds into the creativity of our collaborative work.

Diversity: Difference makes us strong.

Inclusion: Everyone feels welcome and comfortable to be themselves.

Creativity: Everyone contributes. All ideas welcome. Think big!

Passion: We all care deeply and love our work. Live, eat, breathe entertainment.

Expertise: We know our stuff. We share our knowledge. We encourage and nurture.

Respect: We respect our team, our clients, our industry peers. We are kind, accommodating and nice.

Flexibility: We ask you to be adaptable and to work outside of 9.00am-5.30pm working hours on occasion.

*Job descriptions are reviewed annually as part of performance reviews to ensure they remain relevant – **January 2026***

Date posted: 6 March 2026

Application closing date: 20 March, 6pm, 2026

Interviews: Initial interviews to be held w/c 23 March. Second interviews TBC

Location: HVL, 3 St Pancras Square, London, N1C 4AG
Hybrid working. We operate a hybrid working model, with at least x3 days in the office. Further details will be explained by the hiring manager.

Salary: £50,000 depending on experience

Please note that if applying for this role you must already have the Right to Work in the UK.