

Job Description

Job Title: **Technical/Operations Manager - Italian or German speaking**

Reports to: **Technical Director**

The Company

Reed Exhibitions (RX) is in the business of building businesses for individuals, communities, and organisations. We elevate the power of face-to-face events by combining data and digital products to help customers learn about markets, source products and complete transactions at over 400 events in 22 countries across 43 industry sectors. RX is passionate about making a positive impact on society and is fully committed to creating an inclusive work environment for all our people. RX is part of RELX, a global provider of information-based analytics and decision tools for professional and business customers. www.rxglobal.com

RELX is a global provider of information-based analytics and decision tools for professional and business customers. The Group serves customers in more than 180 countries and has offices in about 40 countries. It employs over 33,000 people, of whom almost half are in North America.

Mack Brooks has been acquired by RX in early 2019 and is going through an exciting integration phase. We are changing and implementing new practices, processes, and systems. We value our staff and are introducing new development programs. Our office is vibrant, multi-cultural and fun. We love organising shows!

Situated in the heart of St Albans City Centre, opposite St Albans Abbey in a beautiful grade II listed building, Mack Brooks Exhibitions is a leading international exhibition / trade fair organiser of business to business events. Established in 1965, the company is part of RX.

The Position

An exciting opportunity has arisen in the team for a German or Italian speaking Technical/Operations Manager to join the Operations team working across a number of our European events.

We are looking for a German or Italian speaking individual who has a minimum of 3 years' experience in the exhibition industry from an organising background who demonstrates initiative, who is able to multi-task and who has the ability to deal (healthily) with multiple projects, tight deadlines, and demanding partners.

Working with the show teams, the venues and the contractors, the Technical Manager will work of their own initiative but be an integral part of a lively and international operations team.

Key responsibilities:

- Liaise with exhibitors, contractors, venue staff and RX teams on all aspects of on-site activity.
- Develop an annual operational budget and deliver operational activities on time and within budget.
- Ability to look for cost saving if and when required without compromising overall operational delivery.
- Motivate team members through team work, delegation, feedback, support and coaching.
- Support the show teams in developing briefs and designs for stand designs, pavilions, features, signage and sponsor opportunities. Manage the delivery of all aspects.
- Produce and organise manuals and relevant documentation.

- Ensure all Health and Safety regulations are complied with.
- Be able to travel frequently for both site visits and organising the exhibitions.

Ideal candidate profile:

- Minimum 3 + years´ experience in the exhibition industry from an organising or related background. The candidate should be able to demonstrate leadership and management skills both through technical ability and professional behaviour.
- Customer focused, innovative and creative budget management
- ‘Hands on’ approach
- Accurate attention to detail
- Assertive and diplomatic
- Excellent communicator at all levels
- Able to prioritise and set workloads for self and others
- Able to understand technical design plans
- Team player with a sense of humour
- IOSH Managing Safety Certificate (preferred but not essential).
- Excellent multi-tasker

We provide

- Excellent working hours (35 h/week: Monday - Thursday 8.30 am to 4.45 pm incl. 1 hr lunch, 8.30 am to 4 pm on Fridays incl. 1.5 hr lunch)
- 25 days of annual leave (plus Christmas closure days in addition to the holiday entitlement)
- Pension
- Life Insurance
- Private medical cover
- Season Ticket Loan
- Gym discount

If you would like to apply for this position, please click the link below:

<https://jobs.rxglobal.com/job/operations-manager-german-or-italian-speaking>