

WE ARE *Hiring*



Role Description:

Full-Time Events Manager

**Position Overview:**

Fox and Rabbit Premium Flowers, a leading premium Perth florist, is seeking a skilled and dedicated Event Manager to join their team on a full-time basis. As the Event Manager, you will be responsible for overseeing all aspects of event management, including team and client consultation, communication, concept design, and supplier relationships. This role offers a competitive and negotiable salary.

Company Overview:

Fox and Rabbit Premium Flowers is a distinguished flower business renowned for its exceptional floral arrangements. With a flagship retail shop in Perth's CBD, and a thriving 13-year history in the luxury wedding and event industry, the company prides itself on delivering unforgettable experiences through stunning floral designs. Fox and Rabbit Premium Flowers values attention to detail, honesty, respect, resilience, creativity, and kindness.

Core Values:

As an integral member of the Fox and Rabbit Premium Flowers team, you will be expected to embody the company's core values:

- The Small Details Matter: Display meticulous attention to detail, ensuring every aspect of an event is flawlessly executed.
- Honesty and Respect, always: Interact with clients, team members, and suppliers with integrity, transparency, and respect.
- We are not afraid of hard things: Demonstrate resilience and a can-do attitude when faced with challenges or demanding situations.
- Kindness isn't a weakness: Foster a supportive and inclusive work environment, treating everyone with kindness and empathy, while maintaining company
- We don't copy – we create: Embrace creativity and originality, delivering unique and innovative event experiences.

Qualifications and Skills:

- Minimum 3 years of experience in event floral design, with a strong portfolio showcasing your expertise.
- Exceptional organizational and time management abilities, with the capacity to handle multiple projects simultaneously.
- Strong interpersonal and communication skills, both verbal and written, to effectively liaise with clients and the management team.
- Demonstrated leadership capabilities, with the ability to motivate and inspire a team.
- Budgeting and financial management skills to ensure events are delivered within allocated budgets.
- A genuine passion for the floral and events industry, with a keen eye for design and trends.

Demonstrated Skills and Abilities:

- Ability to work independently and be highly self-motivated, taking ownership of projects from concept to completion.
- Excellent leadership and team management skills, inspiring creativity and fostering a supportive work environment.
- Strong organizational and multitasking abilities, with a keen eye for detail and a commitment to delivering exceptional results.
- Effective problem-solving skills, with the ability to think creatively and adapt to changing circumstances.
- Excellent interpersonal skills, including the ability to communicate clearly and build strong relationships with clients, colleagues, and suppliers.
- Retail floristry experience is favorable, demonstrating your understanding of customer preferences and market trends.

Note:

While retail floristry experience is favorable, it is not a mandatory requirement. The focus is on your expertise in event floral design and your ability to lead and inspire a creative team.

Responsibilities:



Client Consultation and Communications:

- Act as the primary point of contact for clients, providing exceptional customer service and establishing strong relationships.
- Conduct thorough consultations to understand clients' vision, preferences, and event requirements.
- Offer expert advice and creative input to clients, ensuring their expectations are exceeded.
- Efficiently manage all client communications, including inquiries, design concepts, quotes, contracts, and updates.

Supplier Relationships:

- Develop and maintain strong relationships with suppliers, including florists, vendors, and venues.
- Source and collaborate with reliable suppliers to meet client needs, ensuring the highest quality products and services.
- Negotiate pricing with suppliers, while adhering to budget constraints.
- Oversee the coordination and logistics of supplier deliveries, installations, and other event-related tasks.

Leadership and Daily Operations:

- Manage and lead the events team, fostering a positive and collaborative work environment.
- Assign tasks, set clear objectives, and provide guidance to team members to ensure successful event execution.
- Monitor event schedules, deadlines, and budgets to ensure timely and efficient delivery.
- Troubleshoot any issues or challenges that arise during event preparation or execution.
- Conduct post-event evaluations to identify areas for improvement and implement appropriate changes.

Forward-Leading Design Concepts and Creation:

- Stay up-to-date with the latest trends and developments in event floral design.
- Develop and present innovative design concepts that align with client preferences and event themes.
- Oversee the execution of floral arrangements and installations, ensuring they meet the highest standards of quality and creativity.

Internal Team Development and Communication:

- Foster a positive and collaborative work environment within the events team.
- Provide guidance, mentorship, and ongoing training to team members, encouraging their professional growth.
- Facilitate effective communication and coordination among team members, ensuring seamless workflow and efficient project management.

Working closely with the Management Team:

- Collaborate with the management team to align event strategies and goals with the overall business objectives.
- Provide regular updates and reports on event progress, budget adherence, and other relevant metrics.
- Contribute to the development and implementation of company policies, procedures, and strategic initiatives.

How to Apply

If you are a highly motivated individual who thrives in a dynamic and creative environment, possesses exceptional organizational and leadership skills, and has a passion for delivering extraordinary events, we invite you to apply for the position of Full-Time Event Manager at Fox and Rabbit Premium Flowers.

Email your application to rebecca@foxandrabbit.com.au

The application should include a resume and a current portfolio of works

The application deadline is Friday 8th September 2023