

VENUE SOURCING MANAGER JOB DESCRIPTION & PERSON SPECIFICATION

NAME:

DEPARTMENT OR TEAM: Events

REPORTS TO: Creative Producer

Objectives of Role:

1. Play a key role in sourcing the venues for our busy portfolio of events across a range of global locations including research, supplier negotiation and contract management.
2. The role will support and collaborate with the proposals and new business teams on business pitch opportunities.
3. The role will support as required on a range of existing business briefs from receipt through to passing over to the Operations Department for full management.

Responsibilities:

To include, but not be limited to, the following:

- Taking on and developing creative research for new business opportunities
- Collaborating and supporting the events team on existing business venue requirements including sourcing, negotiating and contracting.
- Contracting of venues, ensuring terms and conditions are fully understood, negotiated favourably for both BIW and client including but not limited to, liabilities, force majeure, attrition and cancellation terms, hold harmless and data protection.
- Preparing creative and logistic venue proposals for client presentations within agreed deadlines and formats to differentiate BIW.
- Demonstrate a solid understanding of Incentives, Conferences, Launch Events, Awards and Gala Dinners, both in the UK and overseas.
- Understand the importance of flow of meeting space and review floorplans in accordance with this.
- Venue sourcing across the UK and internationally.
- Researching and proposing new and exciting venues.
- Preparing accurate and succinct venue comparison documents and run shortlisting meetings effectively
- Liaising with venues, building strong relationships to gain the most for our clients as well as managing their expectations.
- Accurate tracking of all costs within proposals and producing budgets with consideration of the brief in hand, currencies, taxes and TOMS and ensuring internal budget targets are hit.
- Preparation of all venue contractual documentation for signature by Head of Events. This should include negotiation of rates (F&B minimum, rental, room blocks etc.) and contract clauses.
- Review previous event contracts to ensure rates are consistent and identify areas of growth/potential economies of scale.

- Assist in managing and updating our contact database.
- Research venues in potential growth cities.
- Ongoing analysis of supplier performance and working with our Operations Director to deal with any issues, ensuring that BI WORLDWIDE is always working with best suppliers at best prices
- Liaison with Proposals team, updating them on any relevant issues in a timely manner
- Drive our company and team ambition, to deliver sustainable events and support our clients to choose sustainable venues with positive CSR or ESG initiatives.
- Formally present, as and when required, at client / other meetings
- To understand and continually update your knowledge on BI WORLDWIDE's products, services and commercial strategy
- Represent BI WORLDWIDE externally at trade shows and at industry events and attend relevant supplier presentations and training courses to enhance knowledge as appropriate

This job description should be regarded as providing guidelines within which an individual works. Other duties within the skills and capabilities of an individual may be assigned from time to time.

Person Specification:

The experience, skills, and personal attributes required of the job holder include, but are not limited to:

- The ideal candidate will have at least 6 years' experience in the event management and venue sourcing industry.
- An extensive knowledge of global venues and destinations
- Good verbal communication skills and ability to negotiate strongly but fairly, able to multitask and work to tight deadlines.
- Strong background in venue sourcing both UK and worldwide
- Extensive experience in venue contracting, understanding of contractual terms and ability to negotiate to gain favourable terms for BIW and client
- Project budget management and client revenue handling
- Attention to detail and accuracy in documentation production essential
- Excellent organizational skills
- Good understanding of Microsoft office – specifically Word, Excel and PowerPoint

The relative importance of these requirements will vary, particularly in relation to the client, account, programme, or event to which the job holder is assigned.

Last Updated 2025