

EVENT MANAGER VACANCY

Liverpool Experience Campus is where extraordinary events and careers come to life. Located on Liverpool's iconic waterfront, our connected campus brings together award winning venues, on-site hotels, Ticket Quarter ticketing agency and a team of talented professionals who are passionate about creating unforgettable experiences. Home to a convention centre, 11,000-capacity arena and multi-hall exhibition centre, we deliver world class conferences, exhibitions, concerts, cultural events and corporate gatherings. We provide seamless event solutions that attract audiences from across the UK and beyond.

Proudly owned by Liverpool City Council, we exist to bring people together through culture, creativity, innovation and shared experiences. Whether you're welcoming guests, delivering events, driving ticket sales or supporting our operations behind the scenes, you'll play a vital role in shaping memorable moments and showcasing one of the UK's most vibrant destinations.

We are currently looking for an Event Manager to join our team.

Company Benefits

At Liverpool Experience Campus our people are our greatest asset. We take pride in creating a supportive workforce with a range of benefits available to our colleagues, including:

- An enhanced holiday scheme which increases with length of service.
- An excellent pension scheme is available.
- Access to a premium health care policy, which includes an employee assistant line, contributions towards a wide range of medical costs, such as dental and optical and staff discounts.
- Enhanced maternity, paternity and adoption leave schemes.
- An excellent occupational sick pay scheme.
- Free onsite parking right in the heart of the city centre.
- Travel pass scheme.
- Cycle to Work scheme.
- Employee Reward Platform.
- A dedicated wellbeing strategy to support staff when at work.
- 25 Qualified Mental Health First Aiders on site.

At Liverpool Experience Campus, you'll be part of a team that is dedicated to making a real difference. Some of our key achievements and ongoing initiatives include:

- Disability Confident Employer.
- Sunflower Friendly Business.
- Member of the Fair Employment Charter.
- Real Living Wage employer.

- Social value impact plan - last year we contributed over £6.4m.
- Green Meeting's Gold Standard.
- Sustainability Strategy.
- Positively influencing biodiversity - we have 3 on-site beehives.
- Carbon Neutral Campus.
- Accessibility Strategy.
- AccessAble Guide.

About the Role

The successful candidate will:

- Own and deliver outstanding events from concept to completion, bringing energy, precision, and creativity to every stage.
- Be the driving force behind seamless event delivery, leading from the front and making things happen.
- Build strong, trusted relationships with clients, becoming their go-to expert throughout the journey.
- Take control of budgets, logistics, and operations, ensuring every event is delivered efficiently and to the highest standard.
- Thrive in a fast-paced, live environment, making confident decisions to keep events running flawlessly.
- Constantly look for ways to elevate the customer experience and push standards even higher.

The ideal candidate will have experience of:

- Delivering high-profile or large-scale events in a dynamic venue or events environment.
- Managing multiple events simultaneously while keeping exceptional attention to detail.
- Working closely with clients, partners, and internal teams to create memorable experiences.
- Managing budgets and identifying opportunities to drive additional revenue.
- Navigating health, safety, and compliance requirements with confidence.
- Staying calm under pressure and solving problems quickly in live event scenarios.
- Building strong partnerships with a wide range of stakeholders.

Main duties of this role include:

- Leading the planning and delivery of events end-to-end, ensuring every detail is covered and executed brilliantly.

- Acting as the central hub between clients and all service partners, keeping communication clear and consistent.
- Creating detailed event plans, schedules, and safety documentation to support flawless delivery.
- Taking charge on event days, overseeing operations, teams, and safety to ensure a smooth and successful experience.
- Working closely with catering, production, sales, and marketing teams to bring events to life.
- Hosting site visits, client meetings, and tastings to fully understand and exceed expectations.
- Monitoring performance, gathering feedback, and driving continuous improvement after every event.
- Ensuring all events meet strict safety, legal, and operational standards at all times.
- Handling challenges and customer queries with professionalism, speed, and confidence.
- Spotting opportunities to enhance events and maximise revenue through upselling and added value services.

We highly value the behaviours, attitudes and skills which will help you to develop and excel in this role. In this case, we're looking for someone who:

- Brings energy, initiative and a real “can do” attitude.
- Thrives in fast-paced environments and stays calm under pressure.
- Is highly organised with strong attention to detail.
- Communicates clearly and builds strong working relationships.
- Takes ownership and is confident making decisions when it matters.
- Works collaboratively as part of a “One Team” culture.
- Is commercially aware and always looks for ways to add value.
- Is committed to delivering safe, high-quality events every time.

In addition to the above, the candidate will need to be enthusiastic, like minded and complement our experienced and talented team. If you have drive, passion, ambition and wish to play a part in The Liverpool Experience Campus's continuing success story this could be just the job for you.

Join us at Liverpool Experience Campus and be part of something extraordinary.

Please note, we may close this vacancy before the stated closing date if we receive sufficient applications for the position. Therefore, if you are interested in this position, please submit your application form as soon as possible.

Closing Date: 13 November 2026

Interview Date: W/C 23 November 2026

For further information, assistance, or to obtain information, please contact the People team via email at recruitment@lexliverpool.com

Values

At Liverpool Experience Campus, our values shape every moment of how we work together. **One Big Team** means we collaborate, support each other and celebrate shared success. **Take The Initiative** empowers our people to be proactive and confident in making things happen. **All Welcome** reflects our commitment to inclusion, ensuring every colleague and visitor feels respected and valued. And with **Every Moment Matters**, we focus on delivering exceptional experiences - for our city and each other.

Equality, Diversity & Inclusion

We believe our strength lies in the diversity of our people. At Liverpool Experience Campus we're proud to champion equality, inclusion and belonging, creating an environment where every individual feels respected, valued and is encouraged to be themselves.

We strongly encourage and welcome applications from suitably qualified candidates from individuals of all backgrounds and identities regardless of age, disability, gender reassignment, marriage or civil partnership status, race, religion or belief, sex or sexual orientation.