



Project Manager and/or Freelancer (f/m) for event agency wanted

Starting with immediate effect

Welldone Agency – excellent events are evolving whenever stars present their exceptional talent to the audience and fascinate fans with their outstanding skills. However, many of these events would not be possible without the generous support of national or international corporations and companies. For many years, the team of the Welldone Agency has successfully connected the best of music, sports and entertainment with international corporations and brands. Our core competences, therefore, are both the development of sponsoring/partnership ideas and the successful acquisition of sponsors. Moreover, the Welldone Agency serves as organizer and host of single projects.

We offer varied and dynamic activities in our team in Frankfurt am Main. To complement this team we are looking for a full-time Project Manager and/or a Freelancer (f/m) for the duration of single projects, i.e. for a limited period of time. In that case a longer-lasting cooperation for future projects, or a change in status to a salaried position is conceivable.

Job description:

- * conception, development, preparation and execution of events (project management in a businesslike manner)
- * project leadership for the implementation of national and international events
- * implementation and realization of sponsoring packages and sponsoring concepts
- * cost management and budgeting
- * independent planning and conducting of company visits and location checks etc.
- * coordination of appointments, travel scheduling and booking
- * creating networks in the range of event, marketing and customer relationship marketing

Profile of qualification:

- * minimum 5 years of experience in the field of event management
- * excellent network and contacts
- * excellent knowledge of German and English (spoken and written)
- * positive and professional appearance
- * confident style of communication and negotiation skills
- * dedication and commitment
- * high flexibility and adaption to changing conditions of the market
- * Team player
- * Work requires dedication, motivation, ability to work on own initiative and under pressure
- * readiness to frequent travelling
- * driver's licence

Working hours: full time / part time

Wages: t.b.a.

Limitation: for an unlimited period / work is limited to the duration of project

We are looking forward to receive your completed and significant job application via e-mail or mail.

Anschrift

Welldone – The Entertainment Agency
The Squire | West ^{Nº}11
60600 Frankfurt | Germany

Ansprechpartner: Fabian Sonnenschein

Telefon +49 69 25781650

Telefax +49 69 257816526

E-Mail fas@welldoneagency.com