

## Job Profile

**Title:** Venue Sourcing Manager

**Reporting to:** Senior Venue Sourcing & Supplier Relations Manager

**Team:** Experience

### MEET TOUCH

Ultimately, at Touch, we are all are moment makers...

Operating as a full-service creative events agency since 2010, we deliver unparalleled experiences for world-leading brands, corporations and life science companies from our offices in both the UK and US.

Our culture **The Big Intimacy** is what drives us as individuals.

**“The more we understand, the better we connect. The better we connect, the more powerful the relationship.”**

With a genuine passion for creating bespoke, innovative and impactful connections, paired with our expert understanding of complex industry governance, we bring events to life with unforgettable power.

And, it's **The Touch Equation** which powers us...

### **(WISDOM X IDEAS) + EXECUTION**

The alchemy of creating truly unforgettable experiences lies in the perfect blend of creativity and wisdom, ignited by flawless execution.

When we infuse our imaginative ideas with invaluable insights and push the boundaries of what's possible, the result is nothing short of magic.

So we dream big, push the limits and never settle for anything less than the extraordinary. Because when we bring together creativity, wisdom and execution in perfect harmony, the possibilities are endless.

### **Job purpose:**

To provide venue sourcing support to the Event management team to meet and exceed the clients objectives for their conferences, meetings, incentives etc

### **Key responsibilities and accountabilities:**

#### **Venue Sourcing Management**

- On receipt of RFP and/or briefing from Account Management team prepare and send out detailed proposal brief to suitable hotel groups booking desks, direct to hotels/venues or where appropriate via DMC's
- In most instances use Cvent to complete the above process, there may be specialist searches that require direct contact
- Critique venue offers, challenging any points that might not meet with the brief or touch standards

- Always being pro active and thinking ahead how the event would run to be able to consider the right venue for each brief – to be confident in your decision process and why the venues/destinations have been included in each venue source
- Excellent venue knowledge – maintained by visiting venues educational and familiarization trips
- Excellent destination knowledge – understanding the best destinations for flight access/price/transfer times/quality of hotels etc
- Confidently advise and share knowledge/expertise with Account Management Team and on occasions on client calls/meetings
- Build library of content/ destination knowledge for internal training and external PR/ thought leadership
- Negotiate rates and commissions or ask for added value items from hotels/venues
- Negotiate workable/reasonable option dates with suppliers
- Communicate and maintain timelines and priorities for every proposal
- Confident working with and understanding different tax breakdowns and currencies
- Follow through status of proposal with Account Management team until business is sold (contracts raised) or postponed/lost
- Ensure the relevant handover documents/contracts have been signed off by the Account Management team, for them to use in their briefing to Operations team
- Run regular reports on status, conversion, financials of venue sourcing requests supported by Snr Venue Sourcing & Relationship Manager for analysis
- Provide pharmaceutical compliance experience if available

#### **Client Governance**

- Ensure compliance with client and company SLA's on all venue sourcing requests
- Be knowledgeable of client specific requirements and preferences
- Ensure compliance with GDPR (General Data Protection Regulations) Regulations

#### **Contracts/Contract Addendums**

- Ensure understanding and compliance of Client and Touch specific contract process and contract addendum
- Negotiate with suppliers to obtain best terms and conditions keeping in mind commission and clients possible exposure to cancellation charges
- Fill in a negotiation chart (depending on client)
- Ensure terms and conditions are communicated to the Account Management team drawing attention to any less favorable contractual items that suppliers may not have agreed to either the clients or touch associated contract addendum
- Following client's approval of contract and budget. Receiving PO number then at that point contract can be signed
- Handover document to be completed and passed over to the relevant operational team

#### **Budgets/Negotiations**

- Provide the Account Management team with costs for accurate budget completion
- Track spend per hotel chain across the year to ensure accurate end-of-year reporting to suppliers

#### **Relationships with Suppliers**

- Co-ordinate supplier meetings within touch office and at other locations as appropriate
- Ensure relevant team members are invited to supplier visits or “lunch and learns”
- Manage supplier invites for expos and fam trips
- Support Snr Venue Sourcing & Supplier Relations Manager with Cvent contract on a yearly basis
- Support Snr Venue Sourcing & Supplier Relations Manager with maintaining and growing supplier relationships

- Support in maintaining the supplier database, recommendations and feedback trackers
- Keep up to date on all new openings/new destinations for conferences/Incentives
- Attend Fam Trips and events to ensure knowledge on new openings etc, complete FAM trip reports

## General

- Work collaboratively with Board, Peers and all teams to ensure effective delivery of all client projects, including travelling on site as required.
- Attend company training days as and when required.
- Attend company meetings as and when required.
- Undertake any additional task as required to support the business.

## The Big Intimacy

- Every day at touch, Be:



Enjoy what you do, never be afraid to positively challenge and go the extra mile to exceed the client expectations!