

Events and Marketing Executive

Reports to: Head of Marketing

Collaborates with: Marketing Team, Design Team, Sales Team, Operations, Client Services, External Suppliers, Clients, Contributors

Development to: Events Manager

Full time, based near Didcot. Salary from £38,000 – role available immediately.

Job Purpose

As a key member of the marketing team, the Events and Marketing Executive will work across all marketing activities, with a particular focus on planning, managing, and executing luxury events globally that enhance the brand's reputation in domestic and international markets.

This is a pivotal role within David Harber Ltd, instrumental to the successful delivery of the company's marketing strategy.

Key Responsibilities and Accountabilities

Event Strategy & Management

- Plan and deliver the full spectrum of luxury events, including exhibitions, brand activations, product launches, pop-ups, and press events, both in the UK and internationally.
- Strategically align events with KPIs set by the Head of Marketing, ensuring objectives are met or exceeded within agreed budgets.
- Act as the lead Project Manager for each event, overseeing all stages of production: initial planning, creative brief, budgeting, logistics, supplier management, and execution.
- Confidently set deadlines, monitor progress, and ensure internal and external partners meet agreed timelines.
- Delegate tasks effectively, communicate responsibilities clearly, and respond calmly to unforeseen challenges.
- Collaborate with sales and marketing to define the annual event calendar and associated budgets.
- Conduct research to identify future B2B and B2C event opportunities within the luxury, garden, interior, and design sectors.
- Produce post-event evaluation reports to assess success and inform future planning.
- Coordinate with sales and operations teams to ensure seamless delivery of event objectives.
- Brief the content team to maximise communications and media coverage around each event.

- Support administrative functions for events and exhibitions, including Health & Safety compliance, maintaining planning documents, budgets, KPI tracking, and event spreadsheets.
- Source and manage procurement for catering, signage, print, and other event-related services, ensuring competitive quotes.
- Build and maintain strong relationships with suppliers in the UK and USA.
- Manage RSVPs and guest lists for all events.
- Attend industry events to maintain expertise and keep abreast of trends in luxury event production.

Client, Supplier & Industry Relations

- Act as the primary marketing point of contact for all partners at events, building strong relationships and delivering excellent service.
- Welcome and engage partners professionally, providing solutions and support as required.
- Network with marketing teams from comparable luxury, interior, and design companies.
- Research and share insights on event trends within the luxury and lifestyle sectors in the UK and USA.
- Lead and host marketing events to share industry trends, best practice, and innovative approaches.
- Represent David Harber at networking and industry events, ensuring the brand is showcased positively.

Essential Skills & Attributes

- Minimum 3 years' experience in event production, management and execution, preferably within the luxury sector.
- Exceptional organisational and communication skills.
- Strong visual eye and sense of aesthetics; experience in luxury event production is highly desirable.
- Excellent problem-solving skills; able to perform calmly and accurately under pressure in fast-paced environments.
- Strong organisational, time management, and budgeting abilities.
- Confident, professional, and polite; able to engage effectively with clients, agencies, and suppliers in both written communication and face to face.
- Client-focused mindset, anticipating luxury client needs and delivering exceptional experiences.
- Positive, solution-oriented approach; takes ownership of issues and resolves them efficiently.
- Collaborative attitude, capable of working closely with multiple internal teams.

- Exceptional communication skills, including relationship-building and handling challenging conversations.
- Ideally, an established network of contacts in the events industry (suppliers, venues, agencies, etc.).

David Harber Ltd are UK based, family owned, sociable company. We offer a competitive salary along with competitive benefits including enhanced holiday, birthday leave, private health care and 4% employer pension contributions.

This is a full time position is based at our workshop in Blewbury. Own transport is essential due to our rural location.

Please email your covering letter and CV to recruitment@davidharber.com – please state your salary expectations and current notice period in your covering letter. We look forward to hearing from you!

There is no closing date for this position, once the right candidate has been found the role will close.