

Job Title: Lead Event Producer
Location: Lekki (Hybrid)
Salary: ₦200,000 (+ commission)

Our Client is an event production company dedicated to bringing creative event experiences to life across corporate, social and lifestyle events.

The ideal candidate will be responsible for planning, coordinating and executing events from concept to completion while ensuring exceptional client satisfaction and seamless delivery.

Key Responsibilities:

- Plan and manage events from concept development to execution.
- Create event timelines, run sheets and production schedules.
- Coordinate venues, vendors, suppliers and event staff.
- Manage event budgets and track expenses to ensure cost efficiency.
- Liaise with clients to understand event goals, expectations and deliverables.
- Source, negotiate and manage relationships with vendors and suppliers.
- Conduct venue research and support location scouting.
- Oversee event setup, live event flow and breakdown.
- Troubleshoot and resolve on-site challenges quickly and professionally.
- Ensure events are delivered on time, within scope and within budget.
- Maintain high standards of quality, creativity and brand representation.
- Support business development by identifying new client opportunities.
- Assist in preparing proposals, presentations and event concepts.
- Identify upsell opportunities and additional services for clients.
- Maintain post-event reports and client feedback for continuous improvement.

Requirements:

- 3 – 5 years' experience in event planning, event production, hospitality or related field.
- Strong organizational and multitasking skills.
- Excellent communication and negotiation skills.
- Ability to work weekends, evenings and extended hours when required.
- Strong problem-solving skills and ability to perform under pressure.

- Proficiency in Google Workspace or Microsoft Office tools.
- Familiarity with Lagos event vendors and venues is an advantage.
- Ability to manage multiple projects simultaneously in a fast-paced environment.

Method of Application:

Interested and qualified candidates should forward their CVs to: talent@amaniadvisory.com using Event Producer as the subject of the email.