

**Job Title:** Event Coordinator

**Reporting to:** Event Producer

### **The Company**

Make Events are a hugely experienced events agency in Manchester who have taken the industry by storm since we were launched in 2012 by founder Holly Moore. With a client list that reads like a who's who of the North West's most successful businesses, Make Events has grown rapidly and now employs a group of the industry's most talented people.

### **Purpose of the Role**

This role is for an organised and proactive individual with a strong customer service skill set and the ability to meet with clients, venues and suppliers. The lucky candidate will attend client meetings with and without the event producer putting together proposals and following up the paperwork, being a point of contact for the client, suppliers and venue, managing the process to bring the enquiry to contract quickly.

### **Main Duties**

1. Carry out day-to-day admin including answering emails, phone calls, completing quotes, invoices, estimates, contracts, letters and general paperwork etc.
2. Attend client meetings with and without the event producer and take notes, following up on all tasks.
3. Assist with sourcing products and suppliers for event producers to add their events.
4. Follow all tasks assigned to you in the Event Delivery Process as directed by your event producer.
5. Be a point of contact for the client and proactively follow up on any queries.
6. Write event plans and supplier briefing documents.
7. Responsible for onsite supplier briefings.
8. Set up, manage and de rig events both small and large scale events with the support of the wider events team.
9. Budget responsibility on small – medium sized events and support the event producer on medium – large scale events.
10. Finance management to support the wider event teams including PO, invoices, profit sheets and pricing negotiations.
11. Part of the pitch team and creative input for new event proposals.
12. In the absence of the event producer, organise staff and transport for events utilising contracted staff and work experience.
13. To successfully complete one Make Events 'hero' event annually
14. Responsible for development and delivery of accounts under £15k

## **Essential Skills, Knowledge & Experience**

1. Excellent Microsoft Word, Excel, PowerPoint and Outlook skills.
2. Entry level – Graduate or less than one year's experience in a venue or agency
3. Knowledge of Facebook, twitter, Instagram and linked in.
4. Excellent spoken and written English skills.
5. Highly organised with good time management skills.
6. Attention to detail is essential within this role
7. Ability to work with and without supervision.
8. Comfortable to work alone.
9. Flexibility.
10. Clean driving license and own transport that they would be able to use during work hours.
11. Basic knowledge of event venues within the UK

## **Further skills, not necessary but an advantage:**

1. Knowledge of Office 365
2. Keynote
3. Pinterest

## **Make Events Culture**

- Think about Make Events brand values and apply this to everything you do
  - o Magic Touches
  - o Confidence
  - o Get Stuff Done
  - o Anything is Possible
- Support the company vision – to be the go to event partner for any event for the North-West household names.
- Take responsibility for your own learning and development, maintaining and improving knowledge of the events industry.
- Be fully immersed in the industry and enjoy all of the opportunities that it brings you.
- Follow the Make Events company ethos of work hard, be nice.
- Putting the client first and constant asking yourself `what is my clients customer experience NOW?