

Job Description

Event Coordinator (Temporary)

Reports to: Event Manager

Contract: Part time 30 hours per week (Flexible). Start August 2021 until November 30th 2021.

Salary: £18,000 - £20,000 per annum pro-rata plus pension

Holidays: 25 days holiday pro-rata (plus bank holidays)

Location: Remotely or at BeaconHouse Events office located in North Shields, North Tyneside (current registered address is Hoults Yard, Newcastle upon Tyne)

BeaconHouse Events

BeaconHouse Events is a full-service agency delivering a wide range of events and membership services across its national portfolio. This coordination role is required to provide key support to the team working across the company's portfolio of events.

Key Responsibilities

- Support the delivery of a range of events from proposal to delivery
- Handle event queries via telephone and email
- Management of delegate bookings and ticketing systems
- Support with administrative tasks associated with events
- Preparing collateral for use at events
- Research for event requirements including venues and suppliers.
- Collation of quotations
- Update and maintain detailed databases
- Update website content management systems
- Liaise with clients and suppliers
- Liaison with event stakeholders
- Marketing administration including the promotion of events and client activity via website posts, electronic mailings and social media communications
- Onsite coordination at events and meetings (may be virtual or face to face)

Additional Responsibilities

- Support to event team, membership team and Directors when required
- General office administration
- Any other relevant duties
- Attend team meetings as required

Experience Required / Person Specification

- Previous office experience essential
- Experience in using Microsoft Office programs including Word and Excel is essential
- Experience in using Social Media platforms is preferred
- Ability to manage own workload and prioritise tasks
- Excellent attention to detail
- To be efficient and highly organised
- An enthusiastic and positive personality, conscientious and professional
- Interpersonal skills
- Excellent customer service skills
- Excellent communication skills
- Outstanding time management skills

This role would be suited for a recent graduate of an Event Management, Communications or Marketing degree.