

## Job Description

### Event Coordinator (Temporary)

Reports to: Event Manager

Contract: Part time 22.5 hours per week (Flexible). Until November 30<sup>th</sup> 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 Hoult's 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.

## Closing Date

Friday 16<sup>th</sup> July 2021