



Event Coordinator – Full Time

Are you passionate about delivering fantastic events and with great attention to detail? Do you have a customer centric approach and strive to achieve great results? If so, we would love to hear from you.

Mosaic Events is a full service event management company that creates successful events; maximises sponsorship revenue and takes the hassle out of association management.

To support the continued growth of Mosaic Events, we're looking for an experienced Event Coordinator to manage multiple accounts, develop client relationships and deliver amazing events. You will support Mosaic clients to deliver purposeful and memorable events which exceed client and delegate expectations.

To succeed in this role, you will need **at least three years previous experience** of organising events. Whilst some experience in, or understanding of, the corporate events sector, in particular associations sector, would be ideal, being a self-starter, being able to work autonomously and using your own initiative as well as taking responsibility with limited supervision is more important.

This is a fantastic opportunity to work within a well-established and growing company who operates in a fun and hardworking industry.

Benefits

- Permanent Full Time Role – 9.00am -5.00pm – Monday-Friday
- £18-£25K– depending on experience
- Occasional overtime available paid on hourly rate or lieu time will be offered
- A performance related pay scheme giving you an opportunity to achieve an incremental salary increase upon successful achievement of annually agreed objectives / KPI's
- Life insurance paid by Mosaic Events
- Join a fun team within a relaxed environment who are in an exciting and growing company

Core Responsibilities

- Source, manage, undertake negotiations and contract with venues/event space, arrange food and beverage, theme/dress events, order supplies and audio-visual equipment, make travel arrangements, conduct site visits and ensure all contracts meet the quality expectations of the client
- Create for each event a full project plan outlining key actions and deadlines ensuring a keen eye for detail
- Write and secure all commercial opportunities for events, via sponsorship and exhibition opportunities.
- Plot out and manage floor plans for exhibition space, taking bookings for exhibition stands and manage all requirements including health and safety implications
- Gain maximum attendance for events by writing and develop marketing plans for events This will include write and sending email campaigns, social media and telephone campaigns your role will at times include the delivery of this
- Prepare event budgets and progress reports for events to share at weekly meetings
- Manage day to day queries and emails from delegates attending events
- Prepare event joining instructions, one the day running order, name badges, delegate handouts, bags, delegate lists, place cards and any other collateral for events



- Manage on-site requirements for each event, managing logistics, delegates and suppliers ensuring that all health and safety regulations are adhered to

Personal Attributes

- Enthusiastic with a positive, can do attitude
- Professional
- Ability to work autonomously and as part of a wider team
- Demonstrate a positive ownership and flexible approach to work

Essential Skills

- Demonstrate a high level of client and customer focus at all times
- Can meet tight deadlines and manage own workload
- Ability to produce management reports and clear project plans
- Able to deliver high quality work and has a good attention to detail
- Demonstrate strong communication skills, and can articulate themselves in a clear and professional manner, both written and verbally

Experience

Essential:

- Must have at least **three years' experience** of event organisation with a successful track record
- Demonstrate by previous experience the ability to work independently using your initiative and prioritise working on multiple events

Desirable:

- Experience of working with association clients
- Experience in generating sponsorship and/or event revenue and marketing of events

Knowledge

Essential:

- Working knowledge of word, excel and powerpoint to intermediate level
- Bachelor's degree preferred in Event Management, Business, Marketing, PR or Tourism; or significant work experience in events can substitute for the degree

Desirable:

- Knowledge of delegate management software and processes particularly Cvent
- Previous experience of using Adobe photoshop and PDF editing

Other information

Essential:

- Driving license and own vehicle – our offices are based at Askham Bryan on the outskirts of York
- Flexibility in working hours to meet the needs of the events (out of 'normal' working hours will be required)



Interested? Please e-mail a copy of your CV along with a covering e-mail detailing how your skills and experience match the requirements of the role to sarah@mosaicevents.co.uk

The deadline for applications is **Thursday 13 December 2018.**

If shortlisted, you will be required to attend an interview which will take place on **Thursday 20 December 2018.**

If selected for interview, candidates will also be asked to complete some short assessments and ahead of the interview, you will be asked to complete a short profile which will help us understand your strengths within a team environment.

If you have any questions in relation to this role, please feel free to contact Sarah directly on the details below (**no agencies please**).

Sarah Byrne

sarah@mosaicevents.co.uk

01904 702165

www.mosaicevents.co.uk