



EVENT COORDINATOR INTERN

REF. No. 866

About us

Our Company mission is simple: to provide our customers with awesome experiences to energise and inspire. We are passionate about the great outdoors and getting active and we want to share this passion with our customers.

We currently have one flagship event, which is an entry-level obstacle race where the focus is on fun. We have been running this event for one year and have already had 4000 people take part across the UK.

In addition to this we run bespoke challenge events for charity clients.

In 2016 we will be running up to ten challenge events across the UK.

Number of employees

1 full time, plus short-term Interns and multiple freelance staff.

Tasks

- Liaising with event participants in the run-up to events, dealing with any registration issues or other queries. Ensuring that all event information is effectively and clearly passed on, and that all necessary personal information is collected.
- Liaising with all suppliers involved with events and building and maintaining strong relationships with them.
- Recruiting Instructors and casual event staff for individual events and assisting to manage them on event day, ensuring they are carrying out their duties in a responsible and safe manner.
- Liaising with event day volunteers and paid staff in the lead-up to the event day.
- Making necessary bookings for services and facilities required for the successful completion of events.
- Sourcing and purchasing all event materials in a cost efficient and timely manner.
- Creating and compiling event forms and materials.
- Compiling race packs for participants.
- Helping to manage the event storage area (at an off-site location) and ensuring it is kept tidy and well organised.
- Setting up the events on-site in the run-up to event day.
- Assisting with any Marketing activity as and when required, including scheduling social media posts and designing social media campaigns.
- Producing promotional materials and distributing to relevant parties.

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- Assisting with any other activity required by the Director to ensure the successful execution of all events.

Skills needed

- Good knowledge of Microsoft Office, particularly Word, Excel and Outlook
- Full Driver's Licence with permission to drive in the UK (preferable)
- Excellent written and verbal communication skills
- Excellent time management
- Excellent attention to detail

Personal Characteristics:

- Energetic and lively personality, with the ability to motivate and inspire others
- Creative and innovative thinker with a genuine passion to provide awesome experiences to our participants
- Strong interpersonal skills with a wide variety of audiences
- Flexible approach to working hours
- Ability to remain calm under pressure
- Interest in sporting events, fitness and the outdoors
- Physically fit and willing to get stuck into a variety of manual tasks during event build and de-rig.
- Self-motivated and able to work independently

Skills to be acquired

Depending on the time that our Intern will join us, they will learn a multitude of skills involved with designing, planning and executing a successful event, as well as gain an insight into running a successful small business.

Our events run from April to September and any Intern joining us during this time will get hands-on experience of building and managing a live event.

Duration of the internship

Minimum 2 months.

Office languages

English

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Location

Chiswick High Road (between Gunnersbury & Turnham Green Tube)

Financial support

Food, travel and accommodation expenses while away from the office on an event

Office hours

Monday to Friday, 9am to 5:30pm with one hour lunch break.