



## EVENTS ORGANISER ASSISTANT TRAINEE

REF. No. 1117

### About us

We specialise in raising the profile of ambitious entrepreneurs, business people and professionals. Our clients have been featured in the most prestigious newspapers and magazines worldwide, they have given Ted Talks, won awards and raised their profile in their field.

### Number of employees

3

### Tasks

The main tasks are:

- contact guests on the phone (call to invite, confirm and thank them for coming - you MUST speak English fluently);
- research websites to identify opportunities for the event;
- liaising with the manager to ascertain the precise event requirements;
- producing detailed proposals for events (e.g. timelines, venues, suppliers, legal obligations, staffing and budgets);
- agreeing to and manage a budget;
- ensuring insurance, legal, health and safety obligations are adhered to;
- coordinating venue management, stand designers, contractors and equipment hire;
- organising facilities for car parking, traffic control, security, first aid, hospitality and the media;
- planning room layouts and the entertainment programme, scheduling workshops and demonstrations;
- coordinating staffing requirements and staff briefings;
- preparing delegate packs and papers;
- liaising with marketing and PR colleagues to promote the event;
- coordinating suppliers, handling client queries and troubleshooting on the day of the event to ensure that
- all runs smoothly;
- overseeing the dismantling and removal of the event and clearing the venue efficiently;
- post-event evaluation (including data entry and analysis and producing reports for event stakeholders)

# PRAKTIKUM IN LONDON



## Skills needed

- To speak English on a (near) native level, PLUS the language of the country you are writing about - if you are writing about Germany you need to speak/write near native German
- Great communication skills both written and verbal
- A high standard of computer literacy
- You LOVE writing, blogging and business/entrepreneurs
- Be motivated, communicative and a team player
- Strong presentation skills
- Tight organizational and time management skills
- Great business sense and the ability to work to budgets

## Skills to be acquired

- We provide a cool environment to work. It's an open plan office with a friendly and supportive environment, with a high performance culture and many learning opportunities.
- Furthermore you will have the opportunity to obtain a hands-on experience in a new, rapidly growing company, benefiting from a highly-motivated team, flat hierarchies and flexible structures

## Duration of the internship

At least 2 months

## Office languages

English

## Location

London

## Financial support

We will pay your transport for the time you will be working with us. Travel card for 2 months.

## Office hours

Monday-Friday 9:30 am-5:30 pm, 1 hour lunch break