

Job Title: Client Solutions Manager  
Department: UKCW  
Report to: Head of Sales

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## About us

Established in 2003, Media 10 is the most awarded media and events company in the UK, with a growing portfolio of 30 live events covering design, interiors, lifestyle and construction. As well as Media 10 being specialists in the events sector, the Company's creative flare produces well established publications and owns a series of award-winning magazines and websites.

We not only enjoy what we do, we love it! We are passionate about delivering the very best results in everything we do and expect our team members to have the same passion.

## The brands

Working on:

- UK Construction Week London and Birmingham (which incorporates Timber Expo, Offsite Show, Concrete Show, etc.)
- Construction Buzz (daily newsletter and web platform)

UK Construction Week Birmingham launched in 2015, and very quickly became the largest trade exhibition for construction professionals in the UK. Since then, it has gone on to win many awards, and continues to do so, including Trade Show of the Year, twice, for 2019 edition. In 2020, we launched UK Construction Week London, which due to the pandemic, ended up running in May 2022 with 20,000 visitors, making it the Biggest Trade Launch Show of the Year, and the best attended construction event in London.

The division also has a range of digital products, including the Construction Buzz news platform, and 12 Trending Now news platforms, that deliver up the minute news to over 140,000 industry professionals every day. The digital products also deliver regular webinars, solus emails, and virtual events, giving us a holistic and targeted approach for brands wishing to reach customers in the construction sector.

## The role

Alongside the Head of Sales, you will be responsible for heading up the partnerships and brands across the Construction Division. A key task will be to secure face-to-face meetings with brands, agencies, and companies to secure headline, section and show feature sponsorships and partnerships. A significant part of the role is the preparation of proposals and presentations, and the ability to present to senior contacts at C-suite and Director level.

You must be able to develop, implement, and recognise growth within sponsorship packages that deliver both the objectives of the client and substantial long-term revenue for the events and brand partnerships. In addition to securing substantial revenue generating packages, you will be given the scope to develop and implement long term strategic partnerships.

## Responsibilities:

- Ensuring sales targets are achieved and a pipeline of sales leads are maintained
- Build up a pipeline of quality brands from across the construction sector, with the aim they become important, strategic, long-term accounts
- Liaise with the team around high-level sponsors for our event portfolio (headline sponsorship, feature sponsorship etc.)
- Managing KPIs and monthly expectations and reporting
- Creating and managing projects for clients
- Developing and growing the existing client base and spend
- Identifying new commercial opportunities, from roundtable events to conferences
- Develop our digital offering and client base through thought leadership and lead generation
- Actively and intelligently, seek new business opportunities

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- Ensuring all new business is followed up and turned into repeat business
- Ensuring the 'quality of sponsor and partners' is kept at the highest achievable level, and matched to all shows and products
- Managing clients before, during, and after our events
- Communicating with your director/commercial manager to ensure sales targets are being achieved
- Always represent Media 10 in a professional manner

#### **Internal relations**

- Communicate with the whole team working in the portfolio; show management, stand sales, marketing and features teams, ensuring the client contract and inventory is deliverable
- Liaise with the operations team ensuring the smooth running of the exhibition during build up, the event open times, and breakdown
- Communicate with credit control to ensure all contracts are fully paid prior to the event
- Communicate with the sponsorship production team who will deliver any deals that you secure

#### **Administration**

- Ensure accurate and responsible admin for all your clients bookings
- Ensure that the in-house database is up to date with contacts and comments

#### **General**

- Support other team members as and when required and maintain a positive and enthusiastic attitude towards the role and the Company
- Engage fully in training and development and develop the other account managers in the team
- Be present at all Media 10 events that you work on, irrespective of the fact they overlap into a weekend

#### **What we will do for you**

- Make you feel like part of a family
- Know your name – you're not just a number here
- Encourage you to develop your skills, strengths and career
- Recognise your contribution and hard work
- You will get to work on the best brands in the industry
- Make sure you're never bored
- Love our company parties
- Make sure you have fun – because we do have fun