

Job Title: Event Co-Ordinator  
Department: Grand Designs Live  
Report to: Group Event Manager

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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 Division & Brands

The Grand Designs Portfolio is a Live, Print and Digital cross platform portfolio based on the hugely successful Channel 4 TV series, presented by design guru Kevin McCloud. The Portfolio embraces the values of the TV show and delivers stylish, unique and inspirational consumer platforms. Grand Designs Live has established itself as the UK's number one consumer show for design and innovation for the home. We launched the show in 2005 and it's been hailed 'the UK's most successful exhibition launch in the last decade'.

## What is expected of you

- Assist the team on the delivery of Grand Designs Live
- Assist with the any Awards, including helping administer the budget and ensuring revenues are collected.
- Assist the Event Director in managing the external operations team (Event Create) and the venue.
- Close liaison with the features, sponsorship, sales and marketing departments to ensure successful delivery of the events.
- Help with the signage schedule for each event and to help implement signage onsite with the graphic companies to the satisfaction of the event sponsors.
- Assist with the managing of the furniture requirements across various features at each event of Grand Designs Live.
- Logging of invoices onto the respective budget planners.
- Be part of the brainstorming of new and innovative solutions for catering areas at each show, including restaurants, bars and cafes, and help to plan and implement the catering areas at the shows.
- Assist with developing new digital assets – newsletters, news platforms, 365 communities for construction, creating & sending newsletters
- Assisting the marketing team with some of their role, social media for example, or getting exhibitor details for websites, speaker info onto websites, sending our registration links etc.
- Extensive research and sourcing of products / services.
- Work on-site at each event, managing relationships with contractors throughout the build & installation process.
- General administrative support for the whole department.
- Be part of the post show reviews, reconciliations and analysis.
- Provide the necessary support to the Sales Administration teams in each division on other shows.
- Assist with the timeline of print deadlines and ensure material is submitted and approved on time.
- Liaise with our external operation teams for each event with regards to floorplans, terms & conditions and exhibitor manuals
- Maintain a strong working relationship with all other internal departments.

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- Logging of exhibitor queries and complaints.
- Travel to work onsite (including weekends where appropriate) in the Sales Office at our shows to support the sales team with re-bookings.
- Work closely with the sales teams, ensuring orders have been placed effectively on the FileMaker system.
- Co-ordinate flatplans ensuring they are kept up to date for press day & approved by the Event Director.
- Traffic-management of all copy (for publications, digital editions & websites) - chasing clients for artwork, sending production briefs, proofing and liaising with our design studio.
- Approving the magazine/s using printers online proofing system & digital editions via iPad.
- Check magazine revenues against FileMaker system in preparation for invoicing.
- Voucher copy/Promo list – ensure the list is kept up to date with new clients/exporting relevant details out of FileMaker for marketing.
- Reader enquiries - update with monthly advertisers details/enquiry numbers and exporting, thus ensuring it goes live when the issue is published.
- Complete the issue job bag and all post issue filing.
- Compile monthly production report for the Event Director regarding all titles to which you are assigned.
- Production queries - raise and assist with production queries as directed by the Event Manager

#### **What you are good at**

- A relationship builder
- A strategic and proactive thinker and planner
- Organised with an eye for detail

#### **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