

Job Title: Event Manager
Department: Home Interest
Report to: Event Director



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 Brand

Home Interest

The Home Interest division is renowned for the UK's largest and longest standing consumer show, the Ideal Home Show. Spanning across 17 days and welcoming over 200,000 visitors, the Ideal Home Show is the consumer event. Alongside the flagship event sits Ideal Home Show Scotland and Christmas, which welcomed a combined total of 140,000 visitors. The Home Interest Division is also responsible for the Eat & Drink Festival, the Cake & Bake Show, Good Homes magazine, and a number of digital platforms. Annually, the Home Interest Division reaches 2,200,000+ consumers. www.idealhomeshow.co.uk www.thecakeandbakeshow.com www.eatanddrinkfestival.com

The role

- Work with the event management team on the full delivery of the events
- Close liaison with features team, sponsorship, sales team and marketing departments to ensure delivery of the events.
- Oversee administer and control the overall and individual show budget
- Lead and shape all of the show content
- Oversee and conduct the key relationships with show partners show talent and key associations
- Compile the signage schedule for each event and implement onsite and ensure the satisfaction of the event sponsors
- Managing and implementing show features
- Developing new and innovative solutions for catering/hospitality areas at each show, including restaurants, bars and cafes.
- Extensive research and sourcing of products/services
- Working on site at the event managing relationships with contractors throughout the build and installation process
- General administrative management
- Post show reviews, reconciliations and analysis
- Guide your team and ensure training and development occurs regularly
- Building partnership with key associates/ institutions.

What you are good at

- A natural leader and motivator
- Lead from the front and set the standard
- A relationship builder
- A strategic, commercial and proactive thinker and planner
- Organised with an eye for detail

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What we will do for you

- Give you the opportunity to build a long term career in the events industry on one of the country's leading events
- 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 it's the only way we know