

Job Title: Show Co-ordinator
Department: Trade Division
Report to: Group Event Manager

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.

You will be working across 100% Optical and Clerkenwell Design week as well as their ancillary events throughout the year.

What is expected of you

- Assist the team on the pre planning and delivery of each event – exhibitions, conferences and awards.
- Work on-site at each event (including some weekends where necessary) managing the delivery of feature areas and cross show operations.
- Designing features on SketchUp and working with contractors to bring concepts to life.
- Building relationships with our preferred contractors and liaising with them on a regular basis to ensure all feature areas and orders are being managed, and within budget (Stand builders, AV, electrics, flooring, furniture etc.)
- Building and managing signage schedules, being aware of sponsorship deliverables, and overseeing installation on site.
- Sourcing content, building timetables, and chasing all assets, making sure Marketing have the correct information to publish online.
- Managing parts of the show budget and keeping this logged in Excel, raising POs for suppliers where necessary.
- Organising on site networking events including invitations, catering and any other related tasks.
- Liaising with clients on delivery of installations, advising them where needed and chasing documentation including RAMS and PLI.
- Managing small scale awards including nominations, judging, slide production, on site logistics, print material etc.
- Working closely with production on the floorplans for each show, advising on placement of feature areas and following guidelines from the venue.
- Be proactive in building relationships within each of the show industries to create event partnerships.
- Assist in coordinating the external operations team, suppliers, and the venue.
- Close liaison with other internal departments to ensure successful delivery of the events.
- Overseeing hotel contracts, managing the accommodation schedules, and sending out confirmations.
- Be part of brainstorming for new ideas on features and content at the show, taking a proactive approach to always think about ways we can develop
- Be part of the post show reviews, reconciliations, and analysis.
- Liaise with our external operation teams for each event with regards to floorplans, terms & conditions and exhibitor manuals
- Take an interest in sustainability and help us with new ideas on how to reduce our carbon footprint and manage waste etc. at our shows
- To be able to manage problems as they arise whilst keeping calm and remaining professional
- To have experience in creating PPT presentations that can be used for sponsorship
- Experience in using SketchUp and Photoshop would be helpful to this role

What you are good at

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

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- Remaining calm under pressure
- Problem solving

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