

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.)

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.

Job Purpose:

To produce well-organised, cost-effective exhibitions. Work with the selected contractors to ensure smooth delivery of the events. Manage and develop best practices throughout the operations team to support the show teams across the UKCW division. Ensuring high levels of customer satisfaction, achievement of deadlines, and strict budget control.

Main Duties & Responsibilities:

- Ensure the best administrative system is in place to deliver professional, efficient exhibitions.
- Accountable for the successful and smooth operation of all exhibitions and events, including build and breakdown of the shows. Management of engineering, graphics, security, floorplans, cleaning, electrical, seating, staging, rigging, venue, stand contractors, etc. etc.
- Ensure procedures and systems are in place to produce online exhibitor manuals. The objective is to create a manual that is seamless, straight forward and efficient for exhibitors to use.
- Ensure procedures are in place for the monitoring of all exhibitor information to ensure a smooth and trouble-free exhibition.
- Ensure the team has secured all stand designs, various health and safety documents, performance bond etc. Designs should meet the health and safety regulations required by the venues in which we operate.
- Working with the Operations Executive, improve organiser/exhibitor relationships with the objective of providing a customer focused service.
- Coach, encourage and inspire reporting staff with ideas, set objectives, and goals to improve their personal performance and personal development plans.
- Work closely with the Director on UKCW events to ensure we are fulfilling all requirements.
- Collaborate with other operations teams across the business and take part in working groups.
- Confident in dealing with customer data and familiarity with data privacy regulations such as GDPR.
- Proven experience of creating and managing event operations budget, future planning, forecasting, and delivering on target.

- Provide support to sales, marketing, sponsorship and Director to ensure smooth running of event logistics.
- Work with the marketing teams to produce the show signage, working on improvements for each show. Explore different ways to reduce the costs but improve the effectiveness of signage and how it is used.
- Work to create an enjoyable, must-see experience for visitors.

Health & Safety:

- Ensure that exhibition teams are briefed and understand issues and best practice.
- Make sure all relevant updated information is sent to exhibitors and contractors.
- Manage health and safety on site in adherence to M10 policy.
- Obtain Health and Safety policies from main contractors.
- Produce a health and safety summary after each show with recommendations as appropriate, ensuring they are implemented.
- Carry out accident investigations if required.
- Ensure show teams are aware of the emergency procedures.
- Put together a show risk assessment and method statement.
- Promote a positive health and safety culture amongst suppliers and venue.
- Strong Health and Safety knowledge and confident with preparation of event safety files with an IOSH certificate essential and NEBOSH preferable.

Qualifications, Experience, & Skills:

- Senior level operations experience in organising and delivering large scale events– both exhibition and conference experience.
- First class English communication skills – both oral and written.
- Knowledge of stand build regulations.
- Knowledge of venue rules and regulations relating to the build of exhibitions and events.
- A good knowledge of Excel, Outlook, AutoCAD, Word & PowerPoint.
- Experienced in dealing with Health and Safety standards with trade exhibition venues.
- Able to manage suppliers to maximise their service levels and still maintain good working relations.
- Knowledge of freight forwarding regulations.
- Understanding of on-line exhibitor manual software.
- Knowledge and experience of floor plan management and optimisation.
- Strong planner – able to manage complex tasks over a defined period.
- Customer focused.
- Excellent attention to detail.
- Supportive team player.
- Able to prioritise and set workloads, work under immense pressure to meet tight deadlines.
- Sense of humour and desire to learn.
- Innovative and creative.
- Assertive and diplomatic.