

Job Role: Event Co-ordinator

We are looking for a keen and ambitious **Event Co-ordinator** to join our growing team at 21CC Events.

Who We Are

Founded in 2000, 21CC Group are a fully integrated event management and service delivery company, pioneering in Event Design, Technical Production, AV, Fireworks, Pyrotechnics & Special Effects across the UK.

The five 21CC Brands, 21CC Events & Design, 21CC Productions, 21CC Hire & Sales, 21CC Fireworks and 21CC Pyro & Effects are closely intertwined, meaning that whilst they can be engaged individually, when used collectively, we can really take events to the next level.



More information about 21CC Group, our staff and how we operate as a business can be found online at www.21ccgroup.com.

Outline Job Description

The Event Co-ordinator role, lies within 21CC Events, working alongside our Event Manager, in the planning and implementation of both our in-house event portfolio, and external client events, which can be anything from an intimate dinner to major and public events. This role also provides additional support to 21CC Productions, and the wider team at 21CC Group.

Key Tasks/Responsibilities:

- Managing enquiries
- Coordinating contractors and suppliers
- Creating and assessing tender briefs for procurement of supplier services
- Managing the booking, payment and administration of event vendors
- Assisting with creating pitch proposal documents
- Business development activities
- Preparing event documentation, plans and site files for live events.
- On site event delivery and support to site managers

As part of your role, you will also:

- Work with managers to deliver our existing portfolio of in-house and client events.
- Work with managers to create and develop new event concepts.
- Manage the event team administration.
- Produce weekly update notes for event managers.
- Book accommodation and travel for crew and suppliers
- Issue and manage contracts, T&C's and POs for suppliers.
- Manage event data on the company CRM database.

- Reporting on ticket sales and updating budgets
- Assist with post event evaluation exercises.
- Assist the wider team with the delivery of projects, training will be provided as required.
- Assist the senior management team with Ad-hoc administrative tasks, as and when required.

Core Job Stats / Benefits:

- This is a permanent job role within 21CC Group.
- The role is based on 40 hours per week.
- Typical working hours will be 8:30am to 5:30pm Monday to Friday (flexible to suit business and personal needs). However, weekend and evening work can be expected within this role.
- Salary: £25k - £28K depending on experience
- You will be based at our offices in Old Deans Road, Bathgate whilst not working on site at our events.
- Probation period: 3 months
- Holidays: 29 days (inclusive of statutory), additional days awarded for long service.
- Bonus: Annual winter bonus (subject to business performance).
- Pension: You will be added to the company pension following completion of a satisfactory probation period.

Experience & Skills:

- Experience within the live events sector.
- Proven Sales Ability
- Great attention to detail
- Information gathering and processing.
- Managing a varied workload, often to tight deadlines.
- Keen to learn new skills and technical knowledge to be able to assist in other areas of the company.

Additional Notes:

- Due to the location of our offices and event sites, you will need your own transport.
- Holidays may be restricted during peak season.
- This is a combined office and event site-based role.

How To Apply

To apply for this position within 21CC Group, please send your up-to-date CV with a covering letter to jobs@21ccgroup.com, with '**Event Co-ordinator**' and **your name** in the title. In your covering letter please outline your key experiences that make you the right candidate for this role and explain why you would like to work with 21CC Group. The deadline for applications is **5pm on Friday 5th May 2023**.

