

Event Coordinator Job Description

About the Role:

We are looking for an event coordinator to organise our Animation Team Building events. You will be responsible for every aspect of an event, from selling in, booking the event, organising crew, and transportation to and from the location, running the events on the day and all aftercare including evaluating success afterwards.

We've been running animation events for over ten years, using our team of animators to deliver activities across the UK. Full training will be provided with technical elements and delivery supported by our existing events team. The role will be based from our studio in Margate for two to three days a week plus the event days and would require travel around the UK.

An event coordinator must be well-organized and competent in client management. Communication skills and attention to detail will set apart the best among the candidates. Add a shot of enthusiasm and passion for the job and you'll be our ideal candidate.

The goal is to organize our unforgettable events that will ensure the entertainment of participants and facilitate the completion of business objectives.

Event Coordinator Job Duties:

- Creating event proposals which fit client requirements and presenting proposals by deadline.
- Building and maintaining a strong working relationship with event agencies.
- Managing and overseeing events on the day, including presenting, problem-solving, welcoming guests, directing event set-up, communicating with staff.
- Communicating with marketing team to create effective advertisements for the events we offer.
- Selling in future events during client liaisons and during events, including possessing a strong working knowledge of the event packaging we offer and the company itself to further these sales opportunities.
- Hire and organise personnel.

Requirements:

- Proven experience within events
- Excellent project management skills
- Outstanding communication skills
- Well-organized with multi-tasking skills
- Problem-solving ability
- A proven track record of organizing successful events preferred
- Full clean drivers licence with access to a car

About Animation Team Building:

For the past decade we've provided over 400 animation events for a variety of clients from small companies to household brands. We run events for 20 people to 220 people. Our award-winning sessions are suitable for corporate events, conferences as well as being perfect for out-of-office away days and drop-in sessions. Our activities add value to your team through encouraging a collaborative mindset and inspiring new ideas, ultimately exercising skills that are transferable back into the workplace.

We have three main events we offer Claymation, Brick Films and Quick Builds. Our events are great for organisations looking to increase creativity in the workplace and re-energise teams. This event encourages greater bonding and improves communication skills, leaving attendees highly motivated.

You can find out more about Animation Team Building and the events we offer on our website [here](#).

To Apply:

We are looking for the successful candidate to start in early 2020.

To apply for the role, please send a CV and covering letter to info@animationteambuilding.com.

A telephone interview will take place **w/c 9th December 2019**, before an in-person interview at our Margate studio in Kent **w/c 16th December 2019**.

Role: Events Coordinator

Location: Margate, Kent CT9 1LU

Application deadline: Friday 6th December 2019

Salary: TBC depending on experience

Contact: info@animationteambuilding.com