



Job Description

Job title:	Events & Special Projects Executive
Reports to:	Senior Manager Events & Special Projects
Dates:	10 month initial contract
Salary:	£24k pro rata
Benefits:	28 days holiday pro rata (including Bank and Public Holidays)
Reports to:	Senior Manager, Events & Special Projects

Events include: D&AD Lectures, Festival, Award Ceremony, New Blood Exhibition, New Blood Awards, New Blood Academy, Training, Annual Launch & Partnership Activation events.

We are looking for someone creative and filled to the brim with new ideas to add to D&AD's year round events, with a focus on the D&AD Festival & New Blood Festival. Highly motivated, with a desire to shoulder responsibility, you will need to be very well organised with meticulous forward planning. We need to be able to rely on you to meet targets and deliver promised outcomes under pressure of multiple deadlines.

You will need to be a charismatic ambassador for D&AD; a confident and effective communicator able to liaise with all project stakeholders and partner organisations. You'll need to be approachable, and consistent in manner - enthusiastic, energetic and friendly – committed to equal opportunities, tactful and discreet. It is important that you are extremely personable and not afraid of picking up the phone when the occasion calls.

You'll need to be an effective solution provider and decision-maker, quick thinking and calm under pressure.

The organisation is very busy, so open and regular communication with all members of the team is essential. There will inevitably be some less interesting tasks to be completed day to day – and you'll have to combine these with the ability to think big, and have real ambition for D&AD year round programmes. The D&AD offices have a casual relaxed atmosphere, with a friendly fun team.

The work is events based and so will sometimes require out of office hours.

Responsibilities

Events Executive Responsibilities

- Attending events alongside the Events Managers (managing event staff and assisting with registration, supplier and venue liaison, guest enquires and requests)
- Deputising for the Events Managers when they are unable to attend meetings and certain events.
- Support Events Manager with site planning and confirming venues, including realisation of site specific event floorplans.
- Conceptualizing the event by artworking visuals for internal & external use.
- Manage the curation of the D&AD Shop at both festivals
- Assisting D&AD's Events Managers with curating off-stage content and exhibitions
- Preparing briefs for suppliers to quote for services
- Liaising with suppliers for delivery of services and products
- Create and distribute schedules for all events.
- Updating project plans and project management systems.
- Manage contra relationships for gifts in kind for services and products.

- Working with D&AD partnerships team and Events Manager to support partner activation logistics and curation at D&AD events
- Liaison with Event Exhibitors handling queries, including changes to stand layouts, delivery times etc.
- Maintaining the Venue database and streamlining the venue sourcing processes.
- Entertainment and artist liaison for live Events
- Recruitment of event Volunteers
- Event Staff Briefings for contracted staff
- Project handbooks
- Management of Portfolio Surgeries: curating sessions, securing hosts and scheduling students/industry
- Collect and collate post-event feedback.

Skills & Experience:

- Highly organised
- Minimum of two years working in the Events Industry
- Excellent administrative skills
- Understanding of project management procedures
- Be able to meet deadlines and work under pressure
- IT literate – Excel, Word (knowledge of Adobe software, CAD/Sketch up/Floorplan software)

Personal Qualities:

- Calm with attention to detail
- Resourceful – ability to come up with creative solutions to any problem that might arise
- Enthusiastic and Energetic – ability to make guests, suppliers, clients and staff feel welcomed.
- Able to liaise confidently and professionally with people at all levels.
- A team player with a good sense of humour and a hardworking attitude