



Job Description

Job Title:	Events & Special Projects Assistant
Dates:	10 Month Initial Contract
Salary:	£19k pro rata
Benefits:	28 days holiday pro rata (including Bank and Public Holidays)
Reports to:	Manager, Events & Special Projects
Role:	To provide assistance & support for all Special Projects & Events

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 keen to develop their events experience who is eager to support the Events team with D&AD's year round programme. Highly motivated and organised, with an eye for detail.

You will need to be a charismatic ambassador for D&AD; a confident and effective communicator able to liaise with all project stakeholders, suppliers and partner organisations where necessary. 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, quick thinking, extremely well organised and calm under pressure. Experience creating and maintaining databases, project files and spreadsheets is beneficial.

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.

Event Assistant Responsibilities:

- Assisting with sourcing and briefing suppliers to deliver creative concepts.
- Sourcing and briefing event caterers
- Researching new and exciting venues, competitor activity and updating the events calendar.
- Responding to event enquiries from guests, exhibitors and public.
- Assisting with event builds, layouts, information points, overseeing of staging and installations.
- Deputising for the Events Manager & Executive when they are unable to attend meetings and certain events for supplier, venue liaison, guest enquiries and requests
- Maintaining an excellent level of customer service & Hospitality at all D&AD events.
- Liaison with event Exhibitors handling queries, including changes to stand layouts, delivery times etc.
- Guest Management for events, collating RSVP's and data input for guests who have attended.

Administrative Responsibilities:

- Minuting meetings, maintaining project files, supplier paperwork, H&S documentation, risk assessments, logging stock, coordinating staff reimbursements
- Maintaining budget files & the contacts database
- Maintaining competitor market research database
- Circulating information to internal and external stakeholders
- Travel & Accommodation for speakers & staff
- Reconciliation of staff travel to events
- Lend support to other teams where needed

Skills & Experience:

- Highly organised
- 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 & sketch up would be ideal but not essential as training will be given)
- A keen Interest in event management

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