**JOB DESCRIPTION**

**Industry Awards - Event Coordinator**

**Overview:** We are seeking a meticulous and organised individual to fill the role of Awards Dinner Coordinator, working in collaboration with the event partners and organising committee.

This position requires excellent project management skills, attention to detail, and the ability to collaborate effectively with various stakeholders to ensure the successful execution of our prestigious awards dinner event.

**In collaboration with the organising committee, responsibilities as follows:**

1. **Event Planning and Execution:**
	* Plan and execute all aspects of the awards dinner event, including venue selection, catering, audiovisual setup, and décor.
	* Coordinate with vendors and suppliers to secure necessary services and materials for the event.
	* Develop and maintain event timelines and checklists to ensure all tasks are completed on schedule.
	* Oversee onsite setup and logistics during the event to ensure a seamless and memorable experience for attendees.
2. **Awards Management:**
	* Manage the awards nomination and selection process, including soliciting nominations, organising judging panels, and communicating with nominees and winners.
	* Coordinate the production of award trophies, certificates, and other recognition materials.
	* Work closely with award winners to coordinate their attendance at the event and facilitate any special requirements they may have.
3. **Guest Relations and Communications:**
	* Serve as the primary point of contact for event attendees, sponsors, and partners, addressing inquiries and providing assistance as needed.
	* Develop event communications materials, including invitations, programmes, and promotional materials, in collaboration with the event partners.
	* Assist in the development and execution of marketing and outreach strategies to promote the event and maximise attendance.
4. **Budget Management:**
	* Develop and manage the event budget, tracking expenses and ensuring adherence to financial targets.
	* Negotiate contracts with vendors and suppliers to secure competitive pricing and maximise cost savings.
	* Provide regular updates on budget status and financial projections to event partners.
5. **Post-Event Evaluation and Reporting:**
	* Conduct post-event evaluations to assess the success of the awards dinner and identify areas for improvement.
	* Prepare comprehensive event reports, including attendance figures, feedback from attendees, and financial summaries.
	* Use insights from post-event evaluations to inform future event planning efforts and enhance the overall attendee experience.

**Qualifications:**

* Proven experience in event planning and coordination.
* Strong project management skills, with the ability to manage multiple tasks and priorities simultaneously.
* Excellent communication and interpersonal skills, with the ability to interact professionally with diverse stakeholders.
* Proficiency in Microsoft Office Suite and event management software.
* Creative thinking and problem-solving abilities to overcome challenges and deliver exceptional event experiences.

**Benefits:**

* Day rate of £250, with expectation of around 10 days in total.
* Incentives for securing ticket sales and sponsorship (10% revenue share)
* Opportunities for professional development and career advancement.
* Dynamic and collaborative work environment with a passionate team committed to excellence in event execution.

If you are a detail-oriented and enthusiastic individual with a passion for event planning and execution, we encourage you to apply for the position of Awards Dinner Coordinator. Join us in celebrating excellence and making a lasting impact through our premier awards dinner event.