



EventShaper are looking for someone to fill the role of **Operations Assistant**. This role will suit someone who has some event management experience or someone looking for a new career.

WHO IS EVENTSHAPER?

EventShaper is an award-winning Events Management company, who deal with some of the UK's, Europe's and Asia's largest business-to-business and business-to-consumer events.

As a team we pride ourselves on not only our professional attitude, ability and service ethics, but also how friendly and approachable our clients find us

WHAT DO WE DO?

EventShaper manages the logistic elements of events on behalf of multiple event owners. Our focus is exhibitions and events for both B2B and B2C markets, UK and overseas, from one off events to large scale yearly or biannual events.

EventShaper is an outsourced resource that is engaged by the client for the following reasons:

- Temporary or longer term staffing issues
- Lack of in-house experience
- Our ability to react and flex to client requirements
- Our reputation in the industry for being progressive and efficient
- Bringing fresh ideas and processes into their events
- Saving money – from reducing any need for in-house staff but also by taking advantage of our influencing power

Our operations team advise, manage and carry out the following:

- Contractor liaison including tender process (if applicable), selection and fulfilment
- Venue Liaison for operational activities
- Research and creation of exhibitor manuals and operational communications
- Exhibitor liaison
- Up to date Health and Safety advice incl. acting as Principle Designer & Contractor under CDM Regulations
- Planning, assigning and managing operational budgets
- Logistical management of exhibitors
- Management and ordering of show supplies, including build, graphics, telecoms and furniture
- Operational management of feature build, show areas
- Onsite management personnel before, during and after the event
- Post event reviews and budget analysis

WHAT IS THE ROLE?

We are offering the opportunity to build and/or start a career in event management.

We are growing as a company and as such we are looking for people that can grow with us, so although this is a starter role in the industry there is the possibility of a clearly defined career development within EventShaper. We would hope that over time the right individual would eventually become an Operations Manager – where you will have complete responsibility for running a suite of shows.

You will be learning the ropes of event management and as an Operations Assistant your role would include the following:-

- General Office Duties
 - Answering phones and managing basic incoming queries.
 - Maintaining stock levels of onsite equipment.
- Show Administration
 - Undertake administrative elements of the events you are assisting on and assisting the Operations Manager with admin tasks as required.
 - Manage the Floorplans including redraws, updates, consolidations and obtaining venue approval.
 - Manage exhibitor engagement and ensuring all paperwork is received.



- Onsite Duties
 - Managing the Organisers Office and fielding queries.

The role includes working onsite at various locations within the UK and there would be opportunities to travel to sites in Europe and Asia.

WHAT THE ROLE OFFERS

- Salary dependent of experience
- Full training of operational management from an experienced and friendly team
- Opportunity for career growth
- Company pension scheme
- Access to Employee Assist Programme
- Various other company/employee centric benefits

ADDITIONAL NOTES...

Please note:

- We are a dog friendly office. Therefore, if you do not like dogs, this job may not be for you.
- Due to our semi-rural location you will need to be able to drive and have access to a car.

If the sound of this opportunity excites you, please email your cv to victoria@eventshaper.uk.