



## Event Coordinator – Undergraduate Placement Student

### Job Description – Fusion 2K Limited

Job Title:	<ul style="list-style-type: none"><li>Event Coordinator – Undergraduate Placement Student</li></ul>	Department (s):	Event Production
Reports to:	<ul style="list-style-type: none"><li>Project Operations Consultant</li><li>Head of Event Production</li></ul>		
Company Overview:	<ul style="list-style-type: none"><li>As an agency with over 35 years marketing and events experience, we offer a full-service to our clients.</li><li>From planning and ideation to event management and delivery. Fusion is focused on brand awareness, creativity, engagement, reach and sales conversion.</li><li>We work with a broad base of established clients and pride ourselves on building strong relationships with our clients resulting in exceptional delivery and repeat business.</li><li>Currently Fusion focuses on the automotive sector and deliver a diverse range of events including exhibitions, press launches, ride and drives and incentives.</li><li>We actively bring skill sets in house, meaning we can be more collaborative and faster.</li><li>We are a fun, light-hearted team of 70+ talented individuals, not afraid of hard work! Our teams range from event production, logistics, account managers &amp; executives, 2D &amp; 3D designers, IT &amp; digital, operations, senior management, finance, and administration.</li><li>We are a family business with a family ethos.</li><li>The agency is based in modern, contemporary offices in Ampthill, Bedfordshire - with a 50-minute commute by train into central London.</li></ul>		
Experience Required:	<ul style="list-style-type: none"><li>A previous interest shown in the events industry.</li><li>Event Management / Marketing related university degree discipline preferable.</li></ul>		
Main Responsibilities			
Client Relationships:	<ul style="list-style-type: none"><li>Supporting members of the Event Production team at stakeholder, client and supplier meetings with extensive note taking and planning updates.</li></ul>		
Event Organisation & Management:	<p>Supporting all members of the Event Production and Retailer Event Teams, undertaking tasks as directed:-</p> <ul style="list-style-type: none"><li>in the planning of a wide variety of events such as dealer event placements, test drive campaigns, training events, and experiential activations.</li><li>with the event management process from planning to execution. Including travel and accommodation booking, event documentation and templates, reporting and updating internal digital resources.</li><li>Opportunity to attend a variety of live events, from set up, live event, and break down, across the UK.</li><li>Occasional provision of on call event support.</li><li>General administrative tasks.</li></ul>		

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	<ul style="list-style-type: none"><li>• Lead project management role with University Careers Fairs.</li><li>• Lead role within Fusion's Charity &amp; Social Committee, planning a host of fun fundraising activities and raising awareness of the cause. Organising engaging fundraising activities and company events, overseeing the completion of last year's charity initiative and onboarding Fusion's newly chosen charity for the upcoming year. Acting as the main point of contact within Fusion for the charity.</li><li>•</li></ul>
<b>Venue, Staff, Supplier &amp; Asset Management:</b>	<ul style="list-style-type: none"><li>• Sourcing availability of casual event staff, as well as managing all administration tasks associated with the booking and briefing of staff.</li><li>• Building successful relationships with casual event staff and suppliers.</li><li>• Research into new suppliers. Gather costs for multiple suppliers and collate information concisely, to enable the project lead to pick the most suitable option for the task.</li><li>• Assist with communication of all organisational event assets to all suppliers and promotional event staff.</li><li>• Completion of associated event templates and reports.</li><li>• Utilising existing stock management and staffing platform applications.</li></ul>
<b>Budget Management:</b>	<ul style="list-style-type: none"><li>• Raise purchase orders and liaise with the accounts team and project lead for all financial purchases.</li><li>• Supporting wider team to keep working budgets up to date as projects progress.</li></ul>
<b>Health &amp; Safety:</b>	<ul style="list-style-type: none"><li>• Support on compiling risk assessments and have a good understanding of Fusion's Health &amp; Safety procedures and policies.</li></ul>
<b>Qualities, Competencies &amp; Background</b>	
<b>About You:</b>	<ul style="list-style-type: none"><li>• You are passionate about the events industry and highly motivated.</li><li>• You are keen to learn and develop your skill set.</li><li>• You understand that being onsite at event times can mean long days and requires mental and physical stamina.</li><li>• You are resourceful, self-starting and have an excellent use of initiative.</li><li>• You are versatile, organised and flexible with excellent multi-tasking skills.</li><li>• You love spreadsheets and have an eye for spelling, punctuation and you take pride in the style of all documents that you work on.</li><li>• You are computer literate and have a good knowledge of Microsoft packages.</li><li>• You are a confident communicator (both verbal and written), capable of building strong, supportive relationships both internally and externally.</li><li>• You have good attention to detail and work to a high standard.</li><li>• You can prioritise and work to tight deadlines.</li><li>• You are a team player and keen to assist and support wherever you can.</li></ul>
<b>Essential:</b>	<ul style="list-style-type: none"><li>• UK driving licence with no more than 6 penalty points.</li><li>• Use of own vehicle throughout placement due to office location.</li></ul>

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About Us:	<ul style="list-style-type: none"><li>• There are currently 20 of us that work across the Event Production and Retailer Event team.</li><li>• We work hard but we also enjoy a drink after work and are big foodies. We work as a team and often discuss ideas, challenges and opinions together as we believe this is when our best work is achieved.</li><li>• We take pride in every event we produce, no matter what size or complexity is involved.</li><li>• Whilst experience can be important, we are also looking for someone that will fit well into our team, and we will enjoy working with no matter what time of day it is!</li></ul>
Benefits:	<ul style="list-style-type: none"><li>• Option of hybrid working.</li><li>• Up to 33 days holiday entitlement including bank holidays (28 days, plus up to 5 extra days for office closure over the Christmas / New Year period).</li><li>• Free onsite parking.</li><li>• Training &amp; development opportunities.</li><li>• To play a lead role in the company social and charity committee.</li><li>• Company recognition and wellbeing days.</li><li>• Access to a free Headspace.com account, to encourage mental health and wellbeing.</li><li>• A sociable break out area for lunches, with a complimentary Nespresso bar.</li><li>• Complimentary 'help yourself' soft drinks fridge.</li><li>• Employees seasonal desk gifts (e.g., Easter Eggs and Ice Creams).</li><li>• End of month company breakfasts!</li></ul>

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