Event Assistant Job Description

We are currently recruiting for volunteers to work in the Events department within our Capital Life team, assisting with duties on live event days – based at Exchange Flags, Liverpool.

The vacancy is the perfect opportunity for an enthusiastic and confident individual who wishes to expand upon their knowledge across a wide range of skills and expertise. The individual will become involved within all aspects of events management, gaining invaluable experience from industry professionals.

Duties and Responsibilities

- Be on hand to support the Event Manager
- Assist in the coordination of the build and de-rig of events
- Support the Marketing team with social media on the day
- Assist with gathering data during the event
- Assist with Trader and Performer liaison
- Ensuring visitors are aware of event programming information during the day
- Handing out promotional materials throughout the event
- Other ad hoc duties as and when required by the Event Manager

Person Specification

Essential

- Confident communication skills (written, verbal and interpersonal)
- Previous experience of volunteering in Events or a similar area of work
- Ability to think proactively and be calm in sometimes hectic situations
- Good administrative and IT skills (including Microsoft Outlook, Word & Excel)
- Creativity and ability to work on own initiative and meet deadlines
- Interested in social media
- Excellent team player
- Proficient in working in a fast paced environment
- A pro-active and can-do attitude, even when working under pressure

Desirable

- Experienced in assisting with the planning and organisation of events
- Capable at engaging with and communicating to a variety audiences through social media
- An understanding of commercialisation and selling space to brands

If you are interested in applying for the position, please forward your CV and covering letter to Colette Brown cbrown@capitalpropertiesltd.com.