

Events Assistant – Job Description

Who are we?

Launched in 1977, the Mind Body Spirit Festival, was the first festival in the world to be entirely devoted to the pursuit of healthier, more creative and fulfilling lifestyles. This unique, ground-breaking formula created a blueprint for all future shows of this type. Today, it remains the largest and longest running event of its kind in the world.

Now under the care and stewardship of Melvyn Carlile, the festival continues to evolve and grow to meet the needs of a whole new generation.

Throughout the year the company organises and delivers a wide range of live events, from one-off conference and music concerts to large consumer exhibitions attended by 30,000 visitors.

Please send applications to josh@mindbodyspirit.co.uk

Job information

Location: Crendon Street, High Wycombe

Reports to: Festival & Events Director

Hours: 40hrs per week (9-5 Mon-Fri)

Salary: £15,000 per annum

Job specification

We are looking for a new events assistant to join our team here at MBS. The role is to assist our team in the planning, organising and running of our events. This includes two annual festivals as well as one off events throughout the year.

Education

- Educated to a higher level or equivalent qualification preferably in an event's related course

Main responsibilities

- Research venues, suppliers and contractors, and then negotiate prices and hire
- Manage and coordinate suppliers and event logistics
- Coordinate suppliers, handle client queries and troubleshoot at live events to ensure that all runs smoothly
- Research opportunities for new clients and events
- General office admin
- Creating invoices for exhibitors
- Updating website with copy
- Dealing with customer and exhibitor enquiries
- Creative input

Personal specification

Essential

- Be available to work at both of our festivals (May & November)
- Capable of prioritising tasks
- Customer service experience
- Events experience
- Proactive and organised
- Reliable and trustworthy
- Strong grammar and spelling
- Strong I.T. skills in word and excel
- Willing to be flexible with working hours
- Willingness to learn
- Work to deadlines

Desirable

- Interest in health and wellbeing
- Graphic design skills
- Admin or secretarial experience
- Experience supervising or managing a team
- Knowledge of ticketing systems
- First aid trained
- Basic health and safety knowledge

Please send CV and cover letter to josh@mindbodyspirit.co.uk before 30/06/17