

**Events Coordinator**

London, Maternity Cover

Make is a studio of highly creative and talented architects and designers who have acquired considerable professional experience designing advanced, complex and iconic buildings. We're an equal opportunities employer committed to creating an open and egalitarian working environment. We've been listed in the Sunday Times Best Small Companies to Work For ranking for three consecutive years.

We're looking for an enthusiastic, hands-on, self-starter with a flair for organisation and a desire to grow in the role. Working as part of a busy and dynamic communications team and supporting the Head of Communications, this role is key to the smooth and seamless day-to-day running of the communications function.

**Key tasks**

- Coordination and organisation of the Make annual internal and external events programme which includes:
  - Coordinating, planning and developing a programme of annual activity alongside the Head of Communications and with input from the Communications team
  - Managing master annual calendar + supporting input and info
  - Managing events budget spreadsheet – low budget, high impact ensuring best return on investment
  - Maintaining events inbox and studio wide calendar
  - Working with others to find the right fit for Make and client groups eg. Sporting events, weekend trips, fine dining, experiential days etc
- Day to day administrative support to head of communication
- Assisting with client engagement strategy as part of support role to Head of Communications
- Regular liaison with the project teams and clients
- Attending internal and external events when relevant
- Helping to compile client intelligence and inputting to CRM system
- Building and developing relationships with all relevant stakeholders

**Experience**

Previous experience of events organisation on both small and large scale.

Diary and calendar management, liaising, sourcing and working with collaborators, suppliers and venues

**Skills/personal qualities**

- Excellent organisation skills and time management
- Good communication skills (written and verbal)
- Ability to work and manage your time independently as well as being able to work as part of a team
- MS Office skills
- Proactive, innovative, resourceful
- Organised and efficient with a hands on and can-do attitude
- Ability to work under pressure
- Self-motivated and enthusiastic
- Approachable and helpful with a sense of humour



## Vacancy

If you are interested in applying please email your CV, salary expectations and an example of your writing to [commsrecruitment@makearchitects.com](mailto:commsrecruitment@makearchitects.com)

*Due to the high volume of applications we receive if you do not hear from us within three weeks please assume you have been unsuccessful at this time.*