



Job Description

Media Logistics Team Assistant

Location: London, Soho or Brackley, Northamptonshire

Scope of role

Your primary role is to work as part of the Logistics Team delivering logistics, delegate management and travel elements of pitches and projects. Including but not exclusive of:

- Venue sourcing, negotiation and contract
- Liaising with suppliers and key client contacts
- Delegate management
- Post event tasks and delegate management, including management of evaluation form analysis
- Data management and reporting
- Managing and maintaining event registration websites
- Producing and distributing various communications, such as invitations, joining instructions and personalised itineraries
- Preparing welcome pack materials
- Ground transport management, such as airport and VIP transfers
- Accommodation management
- Managing budgets, payments, POs and invoicing
- Proposal writing and preparing budgets
- Client liaison

Responsibilities

- Under the direction of the Logistics Manager, Account Manager and Account Director. Interface with Sales, Client Services, Strategy and Planning, Commercial, Technical and Studio to ensure that client requirements and requests are serviced in good time and to Strata's quality standards
- Venues: searches / negotiation / contract / site visit, menu tasting / event order / onsite management / feedback / final invoice / commission / on going relationship with Strata
- Accommodation: finding / contracting accommodation for delegates, crew and wider Strata company / tracking commission payments
- Travel: arranging cost effective travel for delegates / crew / Strata
- Preparation of information for input into pitches and presentations



- Delegate Management: responsible for managing event registration, reporting per event to client and production team, creating joining instructions (distributed via reg system), Creation and testing of email communications - JI's, invites etc, monitoring event registration inboxes and auctioning responses, respond to ad hoc client press requests/enquiries, manning event hotlines and answering queries, collation and updating of detailed registration reports for clients, preparation of all onsite event reports, creation of rooming lists, flight and transfer manifests etc.
- Management of events on site including managing operational teams, DMC's, venue, air travel and ground arrangements and transfers
- Client facing: site visits / menu tasting / onsite management
- Budget creation and invoicing

The Person

Key qualities:

- At least two years' experience in the events industry or a graduate with an events degree
- Some event experience
- Excellent IT skills, including knowledge of Microsoft Office to intermediate level, advanced Excel is preferable
- A passion for the live events industry
- A confident, persuasive and sensitive communicator, able to work productively with your team and peers
- An overarching client service ethic
- Positive, highly organised, with a natural eye for detail

Reports to

Freyja Delius – Manager, Media Logistics