



PROJECT CO-ORDINATOR

Job Overview

To plan, co-ordinate and deliver pre-production, production and post-production of live events and communications projects for clients represented by Strata

Reports to

Andrea Bishop, Director of Live & Virtual Event Operations

Key Responsibilities

Project Administration

- Ability to make preparations efficiently for going onsite: preparing PA kits, Crew shirts etc
- Responsibility for ensuring actions out of meetings are completed
- Working with the team to ensure that key dates in the Schedule are met
- Organising meetings: both internally and with clients
- Good housekeeping of Job Folders, with overall responsibility for filing
- Good understanding of commercial principles such as mark-up and margin
- Working knowledge of Procim and knowledge of raising and receipting POs and filling in timesheets and the importance of these processes.
- Raising Purchase Orders
- Booking crew, accommodation and flights for the Project Team
- Liaising with venues
- Liaison with client, venue and crew onsite
- Ability to order and manage catering
- Post event reconciliation, reporting and archiving of event collateral
- Basic understanding of AV / technical solutions
- Awareness of health and safety issues and risk assessments
- Ability to minute meetings and produce succinct and accurate contact reports

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Strata is a trading name of
Strata Creative Communications Ltd
Company no. 03323244
Vat no. 688216402



- Good working knowledge of and ability to update project documentation, including contact sheet and onsite schedule
- Ability to source and order giveaways and basic event print work.

Creative Delivery

- Contributing to the creative content and delivery of projects
- Project research for entertainment, gift and other required collateral
- Liaison with Suppliers and Stakeholders to ensure delivery is in accordance with Strata's Quality Management processes
- Attending site visits

Reconciliation and post event

- Assisting with the post event administrative process, including working with the Marketing function to create a case study
- Archiving of collateral

External to Strata

- To ensure an excellent level of customer service and where possible to anticipate client requirements at meetings, on site and location
- To uphold good production values on-site and location
- To monitor the quality of all client deliverables.
- To develop client relationships where appropriate

Team

- Act as a 'Buddy' to new Team Members
- Be involved with the Induction of new Team Members
- Contribute to Team Meetings
- Identify and actively involve yourself in development opportunities

The Person

- Educated to degree level or equivalent
- Creative, commercially minded and excited by the challenges of delivering quality event experiences
- Ambition to learn quickly



Key qualities and characteristics

- Organised and strong multi-tasker
- Excellent eye for detail
- A confident communicator, both verbally and in writing
- An ability to build long term, mutually beneficial relationships
- Commercial acumen
- Good influencing skills
- A strong client service ethic
- Resilience and stamina to sustain performance when under pressure to deliver to a deadline or in the face of demanding customer requirements
- An ability and willingness to travel
- Open, inquisitive and friendly
- At least 18 months experience