

Event Co-ordinator

The Role

The Event Co-ordinator is responsible for end-to-end management and delivery of one of McDonald Butler's core service propositions – outstanding client events. Our events include breakfast briefings, executive dinners, conferences, exhibitions and corporate hospitality.

Events are a cornerstone of our wider integrated marketing campaign proposition, driving measurable value and ROI for our clients.

Key responsibilities of the role are:

- Working closely with the Head of Events to develop proposals for clients
- End to end planning and delivery of event logistics: venue, catering, AV, travel etc
- Liaising with clients, facilitators and speakers throughout the delivery process; contributing to project calls where necessary
- Developing and issuing event invites and other communication materials
- Managing event costs and budgets
- Ensuring daily reporting on event recruitment is accurate and delivered in timely fashion to account managers and clients
- Production and delivery of all event packs, supporting materials, agendas, etc
- On-site attendance at events in the UK and abroad; networking with clients

Desired Skills and Experience

- 2+ years experience in event management
- Highly organised with the ability to multi-task effectively within a pressured and fast-moving environment
- Meticulous planner, able to ensure all deadlines are hit on time and within budget
- Experience of managing budgets preferred but not essential
- Excellent team player
- Confident and outgoing personality, thriving on contact with clients and speakers
- Commercial awareness

Why McDonald Butler Associates

- Social and supportive company
- Highly competitive salary
- 23 days holiday per year increasing to 25 days
- Opportunity to travel
- Career development goal to Event Manager

About the Company

McDonald Butler Associates is one of the fastest growing and most successful marketing agencies in the UK with an enviable client list of world leading organisations. Our unique value proposition is all about closing the loop between marketing and sales and demonstrating a clear return on investment from marketing spend. We call ourselves a ‘Measured Marketing’ and strategic lead agency.

We are proud to be working with some of the most successful brands in the world, including IBM, Microsoft, VMware, ServiceNow, DXC, Citrix and AWS - to name but a few. Our ethos since we started 13 years ago is to deliver and delight for our clients - no matter what. We are extremely results-driven yet also relentlessly focused on providing the highest standard of quality and service in everything we do.

We have a fantastic team made up of the best in the business, located in South West London – one minutes’ walk from Wandsworth Town station (two minutes from Clapham Junction, ten minutes from Waterloo).