

JOB DESCRIPTION

Job Identification	
Company	All About Games Consulting
Job Title	Events Executive
Reporting Line	Business Development & IP Manager
Main Purpose of Job	Supporting the planning, coordination, and execution of events.
Main Responsibilities	<ul style="list-style-type: none"> • Supporting the Event Manager with event planning and logistics. • Helping to book venues, catering, accommodation, and staff for events. • Promoting our events management services to prospective partners. • Acting as a key point of contact for our business partners to coordinate event details. • Assisting the Event Manager with arranging sponsorships and negotiating contracts. • Setup & teardown of convention booths, this may require travel to venues, heavy lifting and long hours standing. • Acting as a key point of contact for events staff, during, before and after events. • Providing exemplary customer service and support during events.
Knowledge, Skills & Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Minimum of 1 year of experience in a similar role, or relevant role within the tabletop games industry. • Ability to collaborate with other team members. • Excellent multitasking and prioritisation skills. • Strong communication and organisational skills. • A proactive and flexible approach to work. • A polite, friendly, and outgoing personality. • A willingness to travel with work and work occasional unsociable hours. • IT skills, including solid understanding of Microsoft Word, Outlook, Powerpoint and Excel. • Full, clean UK driving license. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience working with offices and colleagues in different time zones. • Enthusiasm and passion for board games, card games and role play games. • Experience working with Adobe Photoshop with a mind to work on graphics layout and editing. • French, German, Spanish or Italian Language skills.
Education and Qualification	<ul style="list-style-type: none"> • Preferably educated to A-level standard or higher.

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| | <ul style="list-style-type: none">• High standard of written English. |
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