



Samuelson Wylie
Associates

Events Coordinator – full-time

Salary: Competitive, depending on experience

Start date: ASAP

Contract: Full-time, permanent

Location: Hybrid working between home, our Lancaster office (minimum two days a week) and on location as required.

Apply: Please send a CV and covering letter to jobs@contactswa.com

About us:

Samuelson Wylie Associates is an award-winning Lancaster-based PR and events agency working for a range of automotive clients in the UK and internationally. With a busy 2023 diary and some exciting projects in the pipeline for 2024, we are looking for an enthusiastic, energetic and personable events coordinator, with a can-do attitude, an ability to pick things up quickly, and fantastic attention for detail.

The Events and Special Projects side of the business specialises in automotive events, working with global manufacturers to design, plan and execute unforgettable experiences, model launches and stunts. These can range in length from one day to several weeks, may take place in the UK or overseas, and the successful candidate will be involved in planning and running projects that are not only exciting but occasionally verging on the impossible.

We cannot stress enough the importance of organisational skills for this position – along with a degree of flexibility and the ability to work independently and as part of a team. One week you may be helping to organise a black-tie dinner for media guests, VIPs and senior car company executives; the next you may be assisting with plans for a major launch event for a new car, a Guinness World Record or ensuring the smooth-running of an adventurous road trip across a far-flung corner of the planet. For much of your time, though, it may be as routine as organising kit, updating spreadsheets, triple-checking hotel or flight bookings and sourcing supplies.

Responsibilities of this role do include looking after journalists and clients, so people skills are key. The right person for this role will be a natural communicator with great manners. More specifically, the events coordinator will be expected to:

- Manage hotel bookings
- Manage flight bookings
- Investigate and manage other means of travel – private jets, trains, ferries and hire cars, for example
- Liaise with clients
- Liaise with members of the media to ensure they have everything they need
- Research and book venues and locations, assisting on recces when needed
- Host guests on location

About you:

If you are interested in this varied, challenging and rewarding role, you must be/have:

- Professional with an excellent eye for detail
- Able to take responsibility and manage your own time
- Flexible, with a can-do attitude
- Willing to help other members of the team with other projects at short notice
- Exceptionally organised
- A problem-solving mindset with the ability to think on your feet
- An active team player with an enthusiasm for working on location
- The confidence to host media and clients on events
- Friendly, positive and a credible ambassador for both SWA and our clients
- Robust, resilient and reliable
- Able to demonstrate initiative

This position would suit someone with an interest in cars or experience of automotive events or hospitality and entertainment. However, we are happy to provide training and support for the right candidate.

Requirements include:

- A good level of IT skills including Microsoft Office, Teams, PowerPoint, Word and Excel. We will provide training on in-house software packages
- Full driving licence and the confidence to drive unfamiliar vehicles at home and overseas
- Passport

- UK-based, with fluent written and spoken English
- Excellent telephone skills
- Smart and presentable, even when working long hours on an event

Desirable experience:

- Experience of or an interest in the automotive industry
- Experience of or in hospitality
- Experience in a customer-facing role
- Strong writing skills
- Working knowledge of social media
- Languages

Workplace arrangements are flexible, although some time each week in our Lancaster office would be expected.

Crucially, you must be prepared to spend a significant amount of time away from home – potentially up to 100 days per year, travelling to events in the UK and abroad for periods of up to two weeks at a time, and sometimes a little more.

If you are a reliable self-starter, with an eye for detail, a cheery disposition and boundless enthusiasm at any hour of the day, who would like to work with some of the globe's most exciting brands, as part of an award-winning agency, we would love to hear from you.

This is a full-time position and, because of the nature of some of our work and clients, a degree of confidentiality will sometimes be necessary.

To find out more, please send your CV and covering letter to jobs@contactswa.com.