

Founded in February 2020 by Megan Anstee and Alasdair Moore, The Intrepid Collective is an award-winning start-up agency with big clients and big ambitions.

We specialise in the creation and delivery of placemaking and audience development initiatives that connect brands and locations to their communities, customers and prospects. Our recent work includes projects with Greystar, Savills, Victoria BID, BAFTA, American Express and TikTok.

Following a rollercoaster 3 years that has seen the delivery of incredible projects, we are excited to be expanding our team again to include an Event Executive.

Working closely with the company founders and wider team, the Event Executive will be an integral part of the team as they support across all activities from sourcing and managing suppliers, event production and content strategy and business administration. They will also assist with onsite event delivery. The successful candidate will embody what it means to 'be BAM' as we seek to build and carry out experiences that fulfil client objectives and that reflect our own brand standards.

Working in a fast paced start-up environment where no day is the same, this is the ideal role for a detail-focused admin-whizz and people person who wants a voice at the table, to make the role their own and progress within the team and the industry.

Responsibilities of the Event Executive will include:

- Supporting the team across all areas of delivering projects – from creative conception to sourcing suppliers, event production, staffing schedules and post-event reporting.
- Supporting with on-site event delivery and hosting.
- Creating and updating event sheets and event documentation across all projects, liaising with the wider team to ensure all required information is in place.
- General event management administrative tasks including budget and invoice reconciliation, reporting, proof-reading and research.
- General business administrative tasks including team expenses and supplier invoices management, maintenance of internal systems and team diary management.
- Taking ownership of agreed internal workflows, for example management of social media content and platforms.

Professional profile – The ideal candidate will have...

- A minimum of 1 year experience in a people-facing role from across all industries, including hospitality, retail and the events sectors.
- A proven interest in the event industry, and desire to contribute to the team's understanding of new trends, best practices and content.
- Demonstrated success in managing administrative tasks.
- Strong IT skills and social media literate, the successful candidate will have proficient use of Microsoft Office (Word, Excel, Powerpoint, Outlook).
- Excellent standard of spoken and written English.

Personal profile – The ideal candidate will...

- Understand what it means to be 'BAM' and will have a desire to be it!
- Be a highly motivated, self-starter who 'gets things done.'
- Be a team player who also has the confidence and ability to work autonomously.
- Be detail and solution focused with a can-do attitude and a sleeves rolled up mentality.
- Enjoy a challenge.
- Bring in their own unique experience, perspective and personality to guiding a project and influencing an outcome.
- Be a 'people person,' with fantastic interpersonal and communication skills – both verbal and written.

The role

- This is a permanent full-time role which will be primarily remote working, with monthly team coworking days at a Central London location.
- The successful candidate will need to be based in, or near to London as the role will that include site-based event delivery and associated visits, in-person client and team meetings.
- There may be additional UK-based travel from time to time dependent on projects.
- Working days will be primarily Monday – Friday, however some weekend and bank holiday work will be required.

Benefits

- Salary of £23,000 to £27,000 dependent on experience.
- 'Flexitime' working hours.
- 20 days holiday plus UK bank holiday (or day to be taken in lieu, based on business requirements).
- Additional set annual leave over Christmas and New Year period.
- An annual personal development budget.
- A monthly coffee subscription.

All of our work revolves around achieving those BAM moments for ourselves and our clients. Being BAM underlines every action, every project and decision.

**Best together:** We work with our teams, clients, and suppliers to understand the end goals, to establish optimum ways of working, and to deliver the optimum solution through close collaboration.

**Action:** Our team is empowered to have impact and 'get things done,' allowing us to build projects that set our clients apart within their market.

**Magic feeling:** This is the that sense of everything clicking into place, the 'fizz' of knowing you are onto something special. We love what we do, and want our clients and stakeholders to feel the joy that we take in our work. We channel this excitement into creating experiences that drive connection, fun and legacy.

**How to apply?**

Please email us your CV along with a cover letter to [hello@theintrepidcollective.com](mailto:hello@theintrepidcollective.com) with the subject 'Event Executive Application.' The cover letter is an opportunity to introduce yourself and tell us about a time when you have made something more 'BAM'. Please keep the cover letter to under 300 words.