



# EVENT PARTNERS

Event Partners is a UK-based events company specialising in delivering large-scale world-class event in the UK, EU and USA.

We are looking for an enthusiastic and pro-active individual, who is willing to take on a range of tasks to support the marketing of our events portfolio. This is a fantastic opportunity for the right person to work for a rapidly growing events company and to develop their skills within event marketing. We offer flexible working hours and opportunities to travel. Please provide a supporting cover letter with your application.

## **Job Description:**

Marketing Executive, Full Time  
Based in Hove

Reporting to the Marketing Manager and working very closely with other members of the events team, the Marketing Executive will support the Marketing Manager in implementing the marketing plan for the events they are responsible for;

## **Role and Responsibilities:**

- Maintain and regularly update the individual show websites via WordPress;
- Managing, updating and ensuring engagement across the individual social media channels for each event;
- Building emails in MailChimp to promote the events
- Liaising with conference speakers, exhibitors, visitors and media;
- Development and curation of content for event promotion;
- Market research to inform key decisions relating to partnerships, visitor acquisition and exhibition sales.

## **Person Specification:**

- You will be a proactive, organised person and have excellent attention to detail;
- Previous experience in a marketing role is required;
- Previous experience in an event marketing environment is desirable;
- Experience with Microsoft Excel and Word required;
- Well-developed written and verbal communication skills are essential;
- Ability to work under pressure and to tight deadlines;
- Experience with MailChimp and Wordpress is required;
- Comfortable working in a fast-paced environment and alongside other team members.