



**12 month student work placement internship at belowzero restaurant + lounge | ABSOLUT ICEBAR LONDON, commencing August 2010.**

**Job title: EVENT COORDINATOR**

Reports to: Senior Events Manager

Remuneration: This is an unsalaried internship position, however we will provide you with staff shift meals, London travel allowance, possible performance related bonus and £150 gross per week to assist with London living expenses.

An opportunity has arisen for an events intern to join the world-famous belowzero and ABSOLUT ICEBAR LONDON.

This position is ideally suited to an event management student looking for a 1 year work placement, or someone looking to gain events experience, perhaps on a gap year or during studies. If successful, you will be working within a small events team at one of London's most exciting event venues. We pride ourselves on our superb client service & receive rave reviews.

This internship will provide you with valuable, real-world experience, as well as an insight into working with a leading brand.

Basic hours are Monday - Friday 10am - 6pm with occasional early morning starts and evenings.

The ideal candidate for this position will have excellent organisational skills, attention to detail and excellent customer service. Outgoing and able to work within a team as well as independently. It is essential that you hold excellent communication skills, both written and verbal. You will need a flexible approach, and willingness to adapt to regular priority change, with enthusiasm and professionalism.

If you are passionate about your work standards, work well under pressure, and have natural multi-tasking abilities, along with that 'Can do' attitude, then you will fit well with the belowzero and ABSOLUT ICEBAR team.

We will provide a thorough training in all stages of event management event from sale / enquiry – logistics – delivery – feedback. Training is given in all areas of the venue wherever possible in addition to the events office, in order to see how our events bookings impact on the rest of the business, and how other parts of the business influence event bookings. This may include service on the floor, reservations and marketing.



Main duties will include:

- Handling of incoming enquiries promptly & thoroughly – via email & phone.
- Proactive events sales calls.
- Sending proposals.
- Drafting documentation – from templates or otherwise: use of Word, Excel, Outlook.
- Conducting site visits.
- Efficient use of in-house systems including our CRM events database and our reservations software.
- Tailoring events to clients' bespoke requirements.
- On-site event coordination / handovers.
- Assisting our marketing manager to gain insight into how marketing can affect events.
- General administrative tasks.
- Ad-hoc projects

Job knowledge, skills & experience:

- Excellent organisational skills.
- Keen attention to detail.
- Grace, charm and professionalism.
- Knowledge of hospitality and high service standards.
- Competent in the use of Word, Excel and Outlook.
- Able to work under pressure.
- Flexible 'can-do' attitude.
- Able to multi-task and think outside of the box.

To apply please email your CV and cover letter to [laura@belowzerolondon.com](mailto:laura@belowzerolondon.com). Please note we can only accept applications from candidates who are able to provide proof of their legal status to live & work in the UK.

Closing date for applications is 30th June 2010. Late applications cannot be considered.

[www.belowzerolondon.com](http://www.belowzerolondon.com)