



Job description.

Event Co-Ordinator Events & Experiential

Our Company

At Organic, film and television is what we love. We hire people who are passionate and have energy and enthusiasm for the industry we work in.

We're a communications agency specialising in PR for the entertainment industry. We surround our clients' content with small teams of experts who collaborate to be productive, responsive and accommodating. We build exciting campaigns around content of all kinds targeting audiences that will love them. We've been around for 20 years so we have strong roots in our industry, but we approach all our work with a fresh, innovative and forward-thinking approach that enables creativity to thrive. We believe that in order to be successful partners for our clients, we need to be **experts** in what we do; be **creative** in the way that we think; and be **nice** to work with on every campaign.

Our values are built around **Togetherness, Respect, Generosity, Curiosity, Supportiveness** and **Passion**. We subscribe to the concept of **All In**. All In is our commitment to building a truly inclusive culture full of diverse people, thought and perspective. We oppose all prejudice and discrimination and are active in our pursuits of creating a culture that is representative of the different communities and intersections within Organic, Havas and the wider industry, community and society.

The location

You will be based in our Kings Cross office where we operate a hybrid working policy which consists of a minimum of 3 days in the office, 2 of which will align with your department, the other a day that suits you. If the role is part time this usually constitutes 2 days in office based on a 4 day week.

The role

You'll report to the **Senior Event Manager – Events & Experiential**

You'll have a **minimum of 6month's experience** in a similar role.

The role of the **Event Co-Ordinator - Events & Experiential** underpins the work of the entire team. This role plays a vital role in organizing and executing a variety of events, ranging from screenings to large experiential activity. A passion for events, film and television is essential and excellent organisation and good communication is key. You will be working on several projects concurrently and will need to be good at multitasking. You'll need to have strong attention to detail, a can-do attitude and an enthusiasm for forming and developing good working relationships both internally and externally - with clients, press and industry contacts.

Your goal

Be valued as a trusted and reliable support for the team

Our goal

Make you a valued, integral member of the events team and ensure that you have the skills and support to achieve your goals.

Your generalism

The **Account Executive** needs to bring a core set of skills to the table.

1. **Be organised** – you'll be handling multiple tasks so you need to be an organisation enthusiast!
2. **Be proactive** – seek out opportunities to add value to the running of the team.
3. **Be communicative** – ask questions, make sure you are always in touch with your colleagues.
4. **Attention to detail** – check everything, then check it again. Even if you didn't do it.
5. **Be a team player** – we work in teams almost all of the time so you need to be dependable.
6. **Bring the energy** – be prepared to keep a cool head when working under pressure.
7. **Be a fast learner** – you'll need to be able to take in a lot of information and learn on the job.
8. **Ability to be flexible** - Willing and able to work on projects outside of your comfort zone.
9. **Always have a back-up plan** – think about the unexpected and be ready for it.

Your specialism

You'll need to have the skills to be able to excel in these areas of event management:

1. **Event Research** - Researching venues / activities / props / suppliers.
2. **Event Staff Management Assistance** – support with booking local crew and supporting team as required
3. **Budget Management Assistance** – assist with managing the event budget / ensuring all detail is captured / making changes / invoice management and submission / budget reconciliation / CONCUR management.
4. **Supplier Management Assistance** - Booking / Invoicing / production timeline management
5. **Supplier Production** - Ordering event items / printed goods
6. **Brainstorming and Pitching** - Assist in the creation of event proposals, timelines, schedules, and other event documentation as necessary
7. **Event Planning Assistance** - Coordinate logistics and support senior team with event management plan
8. **Guest Management Assistance** - Guestlists / transport plans / seating plans / registration
9. **Client liaison support** -/ meeting booking management / agenda management / notes & Minute taking / senior diary management support
10. **Site Visits** - Attending venue site visits and make notes on visit
11. **Coordinating logistics** - for event e.g. booking cars, travel, hotels etc
12. **Preparing and sending out of Invitations, Room Drops, Mailouts etc** ensuring that this is process driven and well managed.
13. **Office management** e.g. store cupboard management, stationary orders, renewing subscriptions etc.
14. **Assist the team at out of hours events** e.g. weekend events, evening events & premieres.
15. **Feed into agency Goal** Setting with proactive initiatives and positive ideas around the key pillars of People, Work, Clients, Reputation and Growth.
16. **Be passionate and inspired** – show a keen interest and knowledge of entertainment content, particularly events, film and television.



Our shared values

Togetherness

We get stuck in together to get results. We support each other with expertise, humanity and compassion. Across teams and the agency, we share, learn and enjoy what we do - fuelling creativity and collaboration.

Respect

We respect people and perspectives. Everyone brings something unique, adds value and deserves to be heard. We treat colleagues and clients with inclusivity, empathy and kindness.

Generosity

We're generous with our time, knowledge and experience. We share openly - with each other, with clients and across our wider network. We strive to be collaborative, giving and team-focused.

Supportive

We show up for one another. If someone needs help and we can offer it, we do. We take ownership and champion great work - celebrating good behaviours and strong results with compassion and humanity.

Curiosity

We're genuinely interested in each other and in how we grow. We stay curious about change and seek better outcomes for ourselves and our clients. We embrace opportunities, learn from every experience and challenge the status quo.

Passionate

We love what we do. We thrive in a community that lives and breathes film and TV. Our passion drives creativity, shows in our work and fuels our excitement for the campaigns and projects we deliver.

*Job descriptions are reviewed annually as part of performance reviews to ensure they remain relevant – **January 2026***

Date posted: 10 March 2026

Application closing date: 23 March, 6pm, 2026

Interviews: Initial interviews to be held w/c 23 March. Second interviews TBC

Location: HVL, 3 St Pancras Square, London, N1C 4AG

Salary: £29,500 per annum

Please note that if applying for this role you must already have the Right to Work in the UK