

Event Coordinator

Remuneration:	R20000 - R30000 per month basic plus commission
Benefits:	Onsite/Overtime pay
Location:	Cape Town, Diep River, Southern Suburbs
Remote work:	Not Applicable
Education level:	Diploma
Job level:	Mid
Type:	Permanent
Reference:	#EM CT
Company:	Urbantonic (Pty) Ltd

Ideal candidates for this position will have long-term hands-on experience in one or more of the following: floristry design and execution (florists), the styling of high-end events, on-trend décor magazine features, lifestyle shoots or private homes (interior decorators or décor stylists), or similar. However, candidates with similar experience in the fashion or theatre industries may also be suitable.

It is primarily essential that you have a great eye for design, the ability to style, and can do so under tight timelines and working long hours. The ability to balance artistic desires with commercial needs and achieve brand-consistent imagery is essential. Successful candidates must also be able to effectively manage multiple tasks and projects at once, without sacrificing quality.

You must be comfortable working within existing processes and be willing to work collaboratively with the styling and client service teams, but also be able to bring new concepts and problem-solving ideas to the table.

Responsibilities:

- Overall planning of events, both corporate and private events including conceptualisation, planning, budgeting, implementation and execution
- General office administration
- Liaising with clients and suppliers
- Liaising with colleagues in other divisions
- Quoting and invoicing of clients

Required:

- Matric or post-matric qualification
- Design suitable 'mood boards' with reference to 'look and feel' of clients needs
- Computer literate, particularly in Microsoft Office including Excel, Word, Photoshop, etc.
- Willing to work outside of standard working hours
- Familiarity with floral and an eye for style
- Strong work ethic
- Managerial and leadership skills
- Strategic thinking
- Ability to work well under pressure
- Attention to detail
- Great organisational skills
- Good communication skills, written and verbal
- Creativity
- Good time management
- Valid code eight drivers licence

- 'Can do' attitude

Advantageous:

- Tertiary education
- Hospitality training
- Marketing/branding background

Company Description

Urbantonic is a creative, vibrant, and cutting-edge event design company based in Cape Town and Johannesburg. We style events from concept generation through to execution in the areas of event design, décor, floristry, lighting and furniture. We are passionate about both corporate brands and private events (such as weddings and birthdays) working with exceptional design skill in both areas.

Posted on 11 Aug 15:05, Closing date 10 Oct

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jobs@urbantonic.co.za

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