

# Callow

## EVENTS

**Sinclair House, 89-101 Royal Avenue, Belfast, BT1 1EX**

<https://callowevents.co.uk/>

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**Job Title:** Event Assistant

**Job Terms:** Full-time position

**Salary Range:** Starting from £24,000 per annum, to be discussed dependant on experience

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### **Job Description**

We are looking for an enthusiastic, passionate, and hard-working full-time Event Assistant to join the team at Callow Events, a bespoke events, experience and destination management company, based in Belfast and delivering innovation and excitement across the UK, Ireland and beyond.

This individual must be able to work under pressure, can multi-task and use their own initiative. We are also looking for someone who has keen attention to detail, is forward thinking and quick to learn. Someone who is fun, polite and outgoing would also be a bonus!

As an integral member of Callow Events, the Event Assistant will work across the team supporting the experienced Event Executives, Managers & Directors in delivering a wide number and variety of projects. This is a multifaceted role that encompasses various key responsibilities:

### **Duties and Key Responsibilities:**

- Assists managers & executives with the development of client and project management from proposal to delivery
- Organise and prioritise your workload effectively and demonstrate a proactive approach to meeting deadlines

- Supports directors, management & executives with administrative functions including drafting and updating event documents including budgets, events briefs and proposals, travel coordination, meeting coordination, office management and other general office support
- Liaise closely with external suppliers to supply accurate information, quotations & offers of service to aid event delivery
- Contribute to the creation of exciting creative event concepts
- Maintain positive relationships with clients and suppliers by monitoring and responding to client feedback and queries in a timely manner
- Continually update knowledge on events and services
- Be present on-site to ensure the effective execution of events. This involves hands-on involvement in various aspects such as setup, coordination, and troubleshooting to guarantee a seamless and successful event

Our core office hours are Monday–Friday, 9:00 a.m. to 5:00 p.m. Additional evenings and weekends will be required as needed.

### Essential Criteria

- 3rd Level Qualification.
- Experience in organising events individually or as part of a team.
- Strong computer literacy, including proficiency in Microsoft Office applications (Word, Excel and PowerPoint) and Canva.
- A good understanding of event planning.
- Excellent attention to detail and accuracy in all documentation, with strong oral and written communication skills.
- Excellent time management skills, with the ability to multitask, prioritise workload and meet deadlines in a fast-paced environment.
- Ability to work effectively both independently and as part of a collaborative team.
- Strong organisational skills with a proactive and flexible approach to work.
- Ability to remain calm and professional under pressure and adapt to changing priorities.

### Desirable Criteria

- 3rd Level Qualification, preferably in Marketing, Event Management or similar field.
- 1 – 2 years' experience in a similar event or administrative role
- A good understanding of the key components of project management
- Full UK driving licence with access to a car during employment
- Familiarity with event logistics, supplier coordination and on-site event support.
- Experience developing creative concepts or themes for events.
- Knowledge of budgeting, invoicing or financial tracking for events or projects.
- Experience using event management software or online booking platforms.

- Confidence in dealing with clients, suppliers or the public in a professional manner.
- Experience working in a fast-paced, customer-focused environment (e.g. hospitality, retail or tourism).
- Willingness to learn, develop new skills and take initiative within a growing events team.

### Benefits

- Continuous guidance and mentorship from the events and people team
- Great prospects for promotion and growth within the company
- Fun and creative working environment
- Dynamic and ever-changing workplace with each project differing from the next
- Opportunity to work with some of the UK's most prestigious brands, clients, and businesses.
- Flexible working hours (including 1-day a week working from home)
- Time owed in lieu days
- Personalised benefits scheme, tailored to your needs and preferences
- Convenient city centre car parking
- Annual bonus scheme
- Company pension
- Comprehensive wellbeing programme and in bi-annual employee team building days
- Birthday lunches & milestone celebration gifts

**Deadline:** Email your covering letter with CV to [jessica@callowevents.co.uk](mailto:jessica@callowevents.co.uk) before 3pm on Friday 21<sup>st</sup> August. Successful applicants will be invited for an interview w/c Monday 7<sup>th</sup> September.

**We look forward to hearing from you soon!**