



Job Description

Job Title Show Coordinator	Department Events
Line Manager Leonora Mellish	Executive Reporting Line Manager Dawn Davies
Contract Term Permanent	Contracted Hours Monday to Friday 9am – 6pm This equates to a 40 hour working week, a high degree of flexibility is required in this role.

Overview of Speciality Drinks Group

Speciality Drinks is a fast-growing and world-renowned international spirits company. Founded in 1999, we were one of the first multi-channel, multi-market global drinks distributors and remain leaders in our field.

We're looking for bright, motivated, passionate and driven people who share our passion for excellence, innovation and delivering great customer service. In return we can offer an exciting, fast-moving, varied environment with great opportunities to develop your career. Could it be you?

Overall objective of Role

Speciality Drinks are the premier supplier of whiskies, spirits and wines and organise the UK's leading drinks events and shows.

- Whisky Show – UK's largest Whisky show
- Whisky Show: Old & Rare – Festival celebrating the world of fine & rare whiskies
- Cognac Show – The UK's first ever Cognac tasting show
- Champagne Show – A Champagne experience unlike any other in the UK.

Reporting to the Events Manager, the Show Coordinator will support in the organising and execution of all flagship shows for The Whisky Exchange and Speciality Drinks.

Due to business requirements, it is expected that the role holder will need to have a high degree of flexibility in order to meet the demands of the role. Therefore, it may be necessary to work out of normal working hours due to the nature of the projects, and in order to meet the necessary demands of our client base. **The role holder must be able to adjust to a broad and fluid set of tasks as requirements change in this progressive company.**

Working Relationships

- Finance Team
- SDL Customer Service Team
- Warehouse
- Design Team
- Supply Chain

Speciality Drinks Ltd.

Elixir House, Whitby Avenue, Park Royal, London, NW10 7SF

Tel: +44 (0)20 8838 9444 | Fax: +44 (0)20 8838 9366 | | www.specialitydrinks.com

Primary Duties and Responsibilities

The role has a number of key deliverables across the four live events hosted by Speciality Drinks:

- **Compliance with health & safety**
 - Manage submissions of all health & safety documents from exhibitors
 - Ensure all exhibitors are complying with health & safety regulations
- **Exhibitor liaison**
 - Distribution of exhibitor packs
 - Be day to day contact for exhibitors
 - Coordinate exhibitor requirements and enquiries
- **Supplier liaison**
 - Liaise with in-house Stand builders
 - Exhibitor stand requirements
 - Liaise with external Stand Builder
 - Ensure all requirements fit within venue limitations
 - Liaise with caterers
 - Liaise with venues
 - Liaise with all external suppliers
 - Sourcing of best-value suppliers where required
- **Collating due-diligence documentation**
 - Health & safety documentation
 - Public liability insurance
- **Onsite event management**
 - Liaison for exhibitors and suppliers during build, the event and break down
 - Overseeing vehicle schedule
 - Staff briefing
- **Show collateral design**
 - Work with the Design team on exhibitor requirements within show signage
- **Reporting**
 - Keep on-going record of income vs outgoings with Event Manager
 - Distribute weekly reports to events team detailing progress of shows

Key skills and Knowledge

Essential:

- Six to eight years of experience in a similar role.
- Project management skills.
- Price negotiation skills.
- The ability to multi-task in a time-sensitive environment and prioritise.
- Clear, calm thinking with a strategic and focussed work ethic.
- Excellent attention to detail when collating large amounts of information.
- Impeccable written and verbal communication skills to ensure clear messaging between Speciality Drinks and its key contacts.
- A willingness to build relationships with existing customer and the confidence to approach new partners.
- The desire to seek out relevant new partners for Whisky Exchange events.
- A passion for events and the drinks industry ideal.



- Confident with excel.
- Ability to work independently.
- Flexibility to work weekends and evenings when required.

Desirable:

- Whisky or premium spirits experience from retail or events.
- NEBOSH certificate or similar.
- A passion for spirits.
- Spirits and champagne knowledge.

Qualifications and Experience

- Numerate and literate.
- PC/IT literate, confident on ms software; excel, word, power point, email.
- Good presentation skills.

Key Behaviours

- Strong organisational skills.
- Self- motivated and results driven.
- Flexible, reliable and hardworking.
- Able to communicate well with others and strong interpersonal skills.
- Commercially astute.
- Presentable and professional at all times.

A training plan will encompass the following to ensure effectiveness of the employee, and to meet our safety standards.

- Manual handling
- Any other in-house systems as required

Health & Safety Responsibilities:

Act in accordance with the relevant Health & Safety policies and procedures, adhering to legislative compliance and company requirements

Employee Name:
(Please print)

Employee Signature: **Date:**

Employer Name:

Employer Signature: **Date:**

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