

CHILLED

Job Description – Project Coordinator

About Chilled Agency

We are a full-service creative agency with an experienced, hardworking, fun and loyal team – there's never a dull day in the Chilled office. Everyone working for Chilled is truly engrossed and passionate about each project we deliver. There's nothing we don't all get involved with, from ideation, H&S, client meetings to working on the ground on live events.

- We deliver creative, visually impactful and slick event concepts, and most importantly all of the projects we deliver have soul.
- We are a small team of 8 expanding to 11 in the first quarter of 2025 and we are eager to find a Project Coordinator to support our operations team at our Leeds HQ.
- Our work speaks for itself, we have been Chilled for 15 years and our sales have always been very organic through great relationships, great results and client recommendations. The next step is bringing in the right support for our operations team.
- The projects we work are completely bespoke, no packages, no repeats and brand-new concepts. We respond to client briefs with creativity, open minds and bold ideas.
- Our events are mainly in the UK and we're looking for the perfect team member help us deliver events from start to end and ensure our event admin is fine-tuned.

The Role

The role is a perfect first step of your career in Events Management and there will be a big focus on learning, and professional growth. Your responsibilities will cover everything from gathering comprehensive project briefs and creating budgets to working on new business proposals, supplier management and organising packing schedules for events. The role will require regular travel to work onsite at events and you would be required to work 4 days per week in our Leeds office for your first 6 months to work alongside our experienced team and soak up as much knowledge as possible.

Key Responsibilities

- Event administration, sourcing all of the right suppliers, team members and equipment to run a great event. Your role will be largely supporting the wider team in any role required to deliver a successful live event.
- Assisting daily office operations and managing Chilled Agency stock/inventory and event stores in Leeds and London.
- Gathering comprehensive project briefs and supporting the wider team in developing proposals.
- Creating accurate client budgets and booking forms to sit alongside.
- Delegate management – ensuring guests are well communicated with and taken care of pre-event and on-site.
- Project management – creating project plans, supplier management, raising permits and access passes and health and safety assessments.
- Creating staff briefing documents, sourcing uniform and managing an event team on site.
- On-site install, live event management and de-rig, communicating clearly and appropriately with clients whilst onsite and identifying potential health and safety risks at events.



- Post event reconciliation.
- Ensuring template documents are up to date.

Our Ethos

We are fearless. We look to break records and boundaries with our work, Chilled is an exciting place to be for both our colleagues and our customers.

We are ethical. We are mindful and everything we do has a positive impact on our planet and those we share this world with, from diversity and inclusion, kindness and creating opportunities.

We are authentic. We're straight shooters, we tell it like it is and our team and clients love our straightforward and honest approach.

We deliver excellence. You'll be part of an award-winning team who know their shit.

We are influential. Our work stands out from a crowd and we're a small agency on the cusp of growth. It's right time to join if you're ready to put the effort in, grow and make moves in your career.

We are reliable. You can count on us, every time.

Experience

- **Events Experience** weather it's working on a few ad-hoc on events, a diploma or a degree, it would be useful to have had some experience of how events are organised.
- You need to have **attention to detail** as you will be processing detailed information and will be required to do this effectively and consistently.
- You need to be **enthusiastic** it's never a dull day in the Chilled office, events can be stressful, so we keep it light-hearted and positive.
- We're looking for a **team player** if great communication and working towards a shared goal is your thing this role will be perfect for you.
- **Initiative** is key. The ability to recognise and create opportunities and to act accordingly will be very helpful in this role.

Why Chilled Agency?

- We're committed to our teams personal and professional development; over the years many successful event professionals started their careers here at Chilled Agency.
- You can see it in our values but we're mindful, and we genuinely care.
- We have great retention, most of our team have been with us for over 10 years and this speaks for itself.
- Our clients love us, and we deliver some cool and innovative projects, great for your own experience and portfolio.