



**Graduate Promotions (GP)** is an agency specialising in on-campus graduate recruitment marketing at Higher Education institutions across Europe and the United States. Our clients include a range of investment banks, professional services firms, law firms, management consultants, engineering companies and government agencies all seeking to attract the best student talent.

**Position:** Fixed-Term Event Manager (1- to 2-Month Fixed-term Contract)

**Vacancy:** GP's client services are based on a diverse range of on-campus marketing strategies. Event Managers at GP deliver and coordinate the varying events and installations we execute on behalf of our clients.

Although based at our London offices, the role also includes touring the UK, and potentially abroad, to implement these marketing strategies, often for whole weeks at a time.

Working as a GP Event Manager provides excellent experience of promotional events, leadership, and event management.

You will take responsibility for the delivery of every project you work on using careful preparation, your initiative and know-how to ensure that the client receives maximum exposure in an appropriate way. You will come into contact – and be required to work effectively – with a range of key stakeholders, from the Student Marketers who will help you with events and whom you will manage on the day to university staff, our clients and your colleagues within GP.

The role requires excellent communication skills together with the confidence and gravitas to interface with a diverse range of individuals. You will need to be proactive, an on-the-go problem solver and have a logical and hands-on approach to your work in our team-oriented culture. You should have an engaging personality, a strong sense of professionalism and the staying power to be able to give your best on every project you work on.

**Vacancy Type:** Fixed-term Contract

**Area of Work:** Event Management

**Location:** Central London based

**Salary:** £18,000-£18,500 p.a., pro rata

**Start Date:** Late September 2010

**Finish Date:** Late October/November 2010

**Application Deadline:** 20<sup>th</sup> August 2010

**Entry Requirements:** Bachelors degree in any discipline, otherwise no previous experience required; full UK or EU Driving License (first issued in or prior to August 2009)

**Skills Required:** Excellent communication skills; attention to detail; organisational ability; teamwork; strong interpersonal skills

**Application Procedure:**

CV and supporting statement (500 words) demonstrating how your skills, qualifications, training & experience make you suitable for the post (please ensure you specify in your supporting statement that you are applying for an Event Manager position)

**Contact Details:**

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