

About us

Established in 2003, Media 10 is the most awarded media and events company in the UK and have a growing portfolio of 30 live events covering design, interiors, lifestyle and construction. As well as Media 10 being specialists in the events sector, the company's creative flare produces well established publications and owns a series of award winning magazines and websites.

We not only enjoy what we do, we love it! We are passionate about delivering the very best results in everything we do and expect our team members to have the same passion.

The Brand

UK Construction Week ties together nine exhibitions during the same week to form not only the largest construction event in the UK, but also one of the biggest exhibitions in the UK. The event takes place at the NEC Birmingham alongside our Grand Designs Live event.

Bringing together the latest in equipment, technology, education and trend-led eyewear, 100% Optical is the industry's biggest trade show.

An ever-evolving and innovative industry, construction requires as much information and reliable sourcing as it can possibly have access to. Media 10 have gone a step further to bring innovation to the professionals in the industry. Construction Summits is a new series of conferences ensuring that the topics covered are the most relevant in the UK's construction industry. Opening the first series in 2018, The Ultimate BIM Summit, Quality in Construction Summit and The Flood Resilience Summit with bring top experts and professionals to London and Watford.

What you will be expected to do

Working with the UKCW and Optical teams, you will assist with creating seminar programmes, liaison with speakers and assistance with Awards and conferences.

UKCW:

Digital Construction Stage and Offsite Construction Stage – contacting speakers to firm up details and liaison pre-show

HVAC & Energy Stages – speaker liaison

New Awards x2 (The Times & Sun TBC) – Launch of exciting new awards. Lots of work on creating categories, admin of entries, liaison with News UK, help on the day.

100% Optical – Audiology Stage for 100% Optical – assisting outside partner

Conferences – Assisting Marketing, speakers support for conferences

General tasks:

Speaker admin support/Content generation;

- contacting potential speakers as identified by event director
- Working with our partners to deliver speakers and marketing benefits
- Collect speaker bios and headshots for event program and website
- Construct and send information packs to all speakers
- Update master program on google docs
- Assisting with speaker requests on site
- Booking travel and hotels for speakers

Awards Admin Support;

- Collate all table sales data and input in the master spreadsheet – Weekly updates
- Table planning admin support
- Liaise with sponsorship and update Marketing with new sponsors and website changes
- Contact sponsors to coordinate award presenting on the night
- Assistance with organising guest lists and table name cards

Job Title: Event Content Executive
Department: UK Construction Week / 100% Optical
Report to: Event Director – B2B

- Onsite assistance and set up – centrepieces, signage etc.
- Coordinating Speakers on the day
- Checking AV to ensure Winners are correctly noted

Features;

- Collecting orders from M10 staff and finalising (bookers, stationary etc.)
- VIP Hosted buyer assistance and point of contact

What you are good at

- Planning and organising
- Communicating at all levels
- Relationship builder
- Reliable and loyal
- Strategic thinker

What we will do for you

- Make you feel like part of a family
- Know your name – you're not just a number here
- Encourage you to develop your skills, strengths and career
- Recognise your contribution and hard work
- You will get to work on the best brands in the industry
- Make sure you're never bored
- Love our company parties
- Make sure you have fun – because we do have fun