



Project Co-ordinator

The Company We Keep

The Company We Keep is more than just a name, we believe it defines who we are and how far we can go. We are all about the people: about building an ecosystem, a group of diverse talented individuals that collaborate to create extraordinary work sharing a common vision and goals.

Teamwork is everything to us. We know that it takes a very special group of people to do what we do. The Company We Keep is looking for an experienced Production Coordinator to join our team, creating extraordinary work for our clients. You will be insanely inquisitive, approachable and inclusive. You will enjoy working in a fast-paced agency environment with a hugely talented team, in addition to incredible partners and customers.

The Role We Offer

The CWK Project Coordinator is seeking to enjoy the steep learning curve in the event industry by working on great projects, with great clients, in a fun, welcoming team.

- Playing an integral role in the event production team that delivers an exciting range of seamless event experiences.
- We differentiate ourselves by creating sensational event experiences and digital broadcast content for our clients in the live and virtual world. That means you'll have the opportunity to work on a huge range of projects that span brand storytelling, online user experiences and event activations, through to digital broadcasts.
- You will have a basic understanding of event production, including logistics, project management and supplier management.
- Work within the producing team for both The CWK and our customers in ways that excite, educate, surprise and delight.
- Sydney-based with remote flexibility.

The Skills We Need

- Research, scope, present and produce on-trend and on-brand direct marketing ideas for customer mailouts and gifts. With a high attention to detail to ensure that clients' expectations are managed and the direct marketing packs are produced in a timely manner, on brand and to budget.

The People We Seek

- Help on client briefs to achieve the best solution for the project or event, and identify the client's needs.
- Build relationships with suppliers and coordinate and oversee supplier services.
- Participate in brainstorming sessions with new, thought through, creative ideas
- Document next steps and timelines.
- Provide well thought out research and project information as part of any brief.
- Budget management and financial management, including invoicing, expenditure, budget recces .
- Contribute to new business pitches.
- Manage and negotiate with supplier partners to deliver positive outcomes.
- Learn how to work with the creative services team to brief in design, editing and creative ideation briefs.
- Venue research and make recommendations.
- Delegate and registration management may be required.
- Organise virtual speaker recordings and video editing to produce content for virtual and face to face events.
- Create agendas, attending client and internal meetings, taking minutes.
- Set up and manage internal and client facing documents (Google Sheets, Slides, Docs).
- Manage action items post meetings, with roles and responsibilities.
- Engage supplier partners and negotiate quotes and lead times.
- Support bump in, build, onsite, show and bump out.
- Coordinate all aspects of the event kit resources from packing to inventory.
- Help to provide post event reporting and analytics.

The Traits You'll Have

- **Approachable:** A positive face of the business to suppliers and partners, in a trustworthy and helpful way. Actively listens and has an objective, collaborative approach to problem solving.
- **Inquisitive:** ask thought through questions, eager to learn, research suppliers and industry trendy, curious about new ways of doing things
- **Inclusive:** Collaborative approach to people and situations.
- A fun loving team worker, with no ego and a **never settle** attitude.

- Always focusing on the client, communicating effectively, adapting to change and being accountable for your projects in a positive way.
- Have high standards for your quality of work and of the work of those around you.
- A steady and consistent team player.
- High attention to detail and accuracy in the quality of work.
- Helpful, supportive and collaborative.
- Be proactive and not afraid to ask questions.

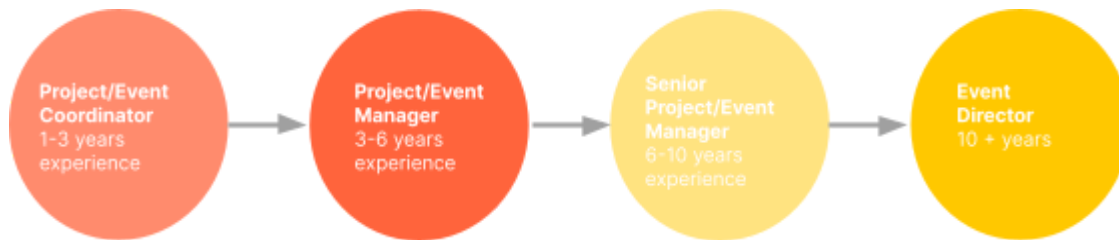
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The Experience You'll Bring

- Ideally 2+ years' experience in an Event, Production or Project Co-ordinator role or similar.
- Degree level education or equivalent experience in a related discipline is preferred.
- High proficiency with G-suite.

The Career Path You're On



The Company : We Keep