

## AP LIVE EVENT ASSISTANT

### WHO ARE WE...?

AP LIVE is a new agency born from clients requesting more from its sister company Absolute AVS that as a technical AV company could not deliver. AP LIVE is a fully serving event management company catering for all platforms of events from Hybrid, Virtual and Live events. AP LIVE is a young, creative agency packing a BIG punch!

With in-house experts covering event production and project management, the work we deliver are mainly high profile conferences, exhibitions, press launches and everything in between for audiences of thousands all over the world. AP LIVE supports a series of annual events for one particular client in London, New York, Mexico City, Sydney and Tokyo.

### WHAT IS THE ROLE...?

Due to continued business wins and the growth of key accounts there is now an opportunity for an Event Project Assistant to join the team to deliver outstanding and seamless events.

The role will include (but not be exclusive)

- Supporting the Event Management team with all administrative details on events
- Managing spreadsheets of delegate data
- Venue searching
- Research suppliers for each type of event
- Organise event documentation
- Organise and review vendor contracts
- Assist onsite at events

### WHO ARE YOU...?

Ideally an Event Management graduate looking for your 1st step onto the events ladder.

You must be keen to learn, you must have drive and determination to progress within the events industry.

You are not scared to get stuck into anything that comes your way from your peers. You will have the opportunity to shine and progress within this growing company.


This role would be ideally suited for a Cambridge based person to work from our Head Office in Litlington.

- Event Management Degree (or similar) graduate
- Ideally has some corporate event management experience
- Highly articulate, confident and outgoing
- Highly organized and hard working
- Great attention to detail
- Willing to travel
- Able to multitask
- Good understanding of Microsoft suite (particularly PowerPoint, Word and Excel)

## AP LIVE LTD

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Registered in England No. 13276333 Vat no. 382 3635 86

 Part of the Absolute Production Group