



Events assistant, APL Media

APL Media Limited is seeking a dynamic assistant with a passion for creating memorable events to join our Kentish Town-based company. As a key supporting member of the events team, you'll have a front-row seat to the ideas, logistics and execution of major travel events in London, including the National Geographic Traveller (UK) Food Festival and the Travel Media Awards.

This is an ideal role for a highly organised and efficient individual with strong people skills and good written English who can offer creative and practical solutions in response to the varied needs of a busy events team.

The right candidate will take charge of a wide range of tasks, reporting to the company's head of events. The role will require excellent IT and time-management skills and is the perfect step up for a graduate or someone with events experience.

Lots of on-the-job skills training will be provided, offering valuable insights into the world of branded events and client publishing. This role also offers a great opportunity to anyone looking to get foothold in the British travel media.

APL Media publishes a range of travel and lifestyle titles for consumer and trade publications. One of its flagship titles is *National Geographic Traveller (UK)*, which has various offshoots including *Food by National Geographic Traveller* and *The Collection* series. It also has a busy events programme including National Geographic Traveller Food Festival, Travel Geeks, The Masterclasses and the Travel Media Awards.

Skills and requirements

- Excellent all-round IT skills; proficient in MS Office
- An strong interest in events logistics and management
- Strong communication and time-management skills
- Competent in website, social media and inbox administration
- Awareness of project management software, such as Asana
- Able to collaborate across departments and be an excellent multi-tasker
- Knowledge of WordPress or similar CMS
- Problem solver who is able to multi-task
- Willing to assist other teams where required

Example tasks

- Admin tasks and support for the events team
- Monitoring the event inboxes: act as the main point of contact / action for the enquiries inbox
- Weekly reporting on tickets sales

- Organising and scheduling meetings
- Updating event schedules on a regular basis
- Create and update event registration page
- Researching and shortlisting event venues for consideration
- Requesting assets from speakers, sponsors and clients
- Working with exhibitors, clients, external teams and the editorial and sales departments to ensure tasks and deadlines are met
- Book travel and accommodation for staff, exhibitors and clients (if necessary)
- Chase invoices from clients and suppliers
- Collecting stats for post event reporting and event wash-up
- Create onsite documents and assets
- Required onsite to assist with delivering the event

What else?

If you're interested in this position, please send a copy of your CV with a cover letter stating what makes you a suitable candidate for this position. Please note only successful candidates will be notified.

How to apply: Via email to editorial@aplmedia.co.uk

About us

APL Media Limited is a medium-sized company based in Kentish Town, London. Over the past 25 years, we have focused on travel and lifestyle content for the consumer and trade industries and have built a friendly, loyal and experienced team. aplmedia.co.uk

Our titles

Consumer: *National Geographic Traveller* (UK), *National Geographic Traveller – The Collection*, *Food by National Geographic Traveller* and newspaper inserts

Trade: *Postcards*, *ASTA Worldwide Guide*

Events: National Geographic Traveller Food Festival, Travel Media Awards

Start date: ASAP/December 2023

Deadline for applications: 26 November 2023

Hours: Full-time (9-5.30). Note we offer a hybrid working environment as standard — three days working in the office, two days working from home

Job type: Permanent

Please note: Only successful candidates will be contacted