



## Role Profile

Job Title           Senior Exhibition Co-ordinator  
Reporting to       Exhibition Manager

**Contract period 1 year fixed contract**

## Job Purpose

To work as part of the Exhibition Team to ensure clear communication and high levels of exhibitor care with IBC's 1,300+ exhibitors, thereby delivering a successful exhibiting experience and demonstrable ROI.

## Responsibilities

- To maintain and ensure the exhibitor database is updated and accurate with correct exhibitor contact details and stand booking information.
- To be a key point of contact to facilitate effective exhibitor communication regarding space allocation, space negotiation, space acceptances, space queries, space cancellations and exhibition support.
- To promote added value exhibitor services such as early hall access, meeting rooms, double-deck building opportunities and paid catalogue entries to generate incremental exhibitor revenue.
- To research, appoint and manage preferred suppliers and temporary contract workers.
- To liaise with the Finance Team to ensure payments are received and any issues regarding payment are resolved.
- To produce the necessary sales and operational collateral required for efficient exhibition management, including the exhibition floorplan, the exhibition manual, the show catalogue and any other relevant information, either off or online.
- To support the exhibition space sales function including managing the on site Exhibition office and any promotional exhibition stands around the world.
- To support the exhibition build-up process to ensure efficient communication between IBC, exhibitors and contractors/suppliers.
- To support the Director of Sales and Exhibition Manager with interfacing with the Operations team wherever and whenever required.

## Tasks

- To manage and produce the exhibition floorplan drawings and required revisions using Autocad in a timely and accurate manner. To work closely with the RAI Autocad department if and when required.
- To work with the audience marketing team to coordinate exhibitor and co-exhibitor entries into the exhibition catalogue.
- To provide administrative support to the Director of Sales for the IBC Exhibition Committee meetings.
- To administer and monitor commission agreements with preferred suppliers and liaise with the finance team to ensure correct invoicing and payment.



**Continued.....**

**Person specification**

- A team player that is self motivated with a strong eye for detail and a flexible approach to customer service that is happy to work wherever and whenever necessary.
- Good people skills, a 'can do' attitude with a calm and patient manner.
- The ability to communicate with people of all levels, from all backgrounds, both on paper and on the phone.
- An ability to work under pressure and prioritise key tasks.
- An ability to build Access database queries to create mail merged documents.
- Experience is using AutoCad to prepare drawings.
- An understanding of the Broadcast market would be beneficial although not essential.

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