

EVENTS & MARKETING TRAINEE PRODUCER



Are you a budding events producer with digital flair? We're looking for a motivated Events & Marketing Trainee Producer to join us & help bring our venue & programmes to life.

ABOUT US

Design West is a global centre of excellence for Design & Placemaking, based in Bristol.

Design West inspire, inform & involve people in the design of the world around them. We work across sectors & society to innovate, co-design & challenge. We are international & local, bringing the best people together to shape better places.

A registered charity, our mission is to inspire the public, politicians & professionals across the built environment to design, better, healthier, places to live, work & relax.

Our vision is a world designed for life.

THE VENUE

We're a vibrant venue in a key location on Bristol Harbourside. In the past couple of years we have renovated the building, creating spaces for meetings & talks, & designing a stylish café-bar & terrace overlooking the water. We have piloted different events across our venue & bar - from world-leading thinkers delivering book talks, to live music, CPD & workshops. We're now gearing up to animate the venue full-time.

THE CHARITY

We deliver our mission through the following programmes:

- **Public Programmes:** Our world class public programmes inspire & involve. From the Stirling Prize to the 6'O Clock Sessions, city tours & an exciting new awards strand, we bring the best to the West.
- **Design Consultancy:** Our Design Review Service drives the development of healthier, greener, more sustainable places across the South West.
- **Placemaking:** We bring politicians, public & leading professionals together to co-design & vision great places.
- **Education:** Our award-winning Shape My City programme accelerates the best diverse talent in partnership with schools, universities & the private sector.

Our Values: We are design-led, collaborative, creative, expert, independent, open & visionary.



ROLE SUMMARY

Job Title: Events & Marketing - Trainee Producer

Employment Basis: 40 hrs/wk over 5 days to be worked flexibly depending on events

Salary: £27,000 Year 1, rising to £30,000 in Year 2

Employer: Design West

Location of Post: Design West, 16 Narrow Quay, Bristol, BS1 4QA

Reporting to: Chief Executive Officer

Probationary Period: 3 months

Period: Permanent

Holiday: 25 days, plus bank holidays pro rata

Benefits: Charity bonus scheme, Private Healthcare Package after 1 Year, Company Pension

All offers of employment are subject to the receipt of satisfactory references.

OBJECTIVES OF THE ROLE

Design West is a growing charity. We have grown significantly over the last 3 years & are now looking to recruit a talented & driven individual to bring our harbourside venue to life & grow our events business both on & off-site. The new role will work closely with the Digital Designer & CEO - benefitting from their extensive experience & vision. One day you might be bringing a famous writer for a book talk, the next you might be co-ordinating a CPD workshop.

RESPONSIBILITIES

Events Co-Ordination

- Work with the CEO & team to produce a thriving programme of events (internal, partnerships & hires) throughout the year, in line with our business goals & objectives.
- Assist in planning, coordinating, & executing events, both virtual & in-person.
- Conduct research on programme partners, industry trends, target audiences & competitor activities.
- Coordinate with partners, sponsors, external hires & suppliers to ensure smooth event execution.
- Support the team in managing event logistics, including venue selection, scheduling & attendee management.
- Assist in budgeting, expenditure tracking & reporting on performance.
- Co-ordinate hires catering orders with our Venue Team
- We would expect working hours to comprise of 2 – 3 later shifts a week dependent on events.

Marketing & Digital

- Assist in developing content for social media, email, print, website & press releases
- Execute digital campaigns & track results, keeping analytics up-to-date
- Ensure that Design West websites are up-to-date
- Support the organisation of external photographers/videographers/creatives as required.
- Maintain our CRM databases
- Support attendee management

General

- Provide administrative support & contribute to brainstorming sessions





SKILLS

This role would suit someone who thrives on producing successful events. You'll enjoy bringing people together & know that attention to detail is essential. You'll be interested in design, cities & creativity & will enjoy working in a fast-paced environment & venue.

- Relevant experience in events, marketing, communications, or a related field
- Strong organisational & multitasking skills
- Excellent verbal & written communication abilities
- (We have a digital designer, but potential for strong copywriting is a must!)
- Proficiency in Microsoft Office & marketing tools such as Canva, Mailchimp, or Hootsuite.
- A proactive & hands-on approach to problem-solving
- Ability to work independently & as part of a team.
- Creativity & an eye for detail to ensure we execute at a high level for audiences & stakeholders.
- Active use of & enthusiasm for social media is required
- Knowledge of digital marketing strategies is a plus

What We Offer

- Hands-on experience in a fast-paced & creative environment
- Opportunities for professional development, skills development & mentorship
- A collaborative & supportive team culture in a purpose-led organisation
- The chance to work on exciting projects with leading professionals & creatives

APPLY

Please send your CV & an accompanying cover letter (max 2 pages) which outlines why you are interested & suitable for this role. Please include details of x2 referees.

EMAIL applications to: anna.rutherford@designwest.org.uk

DEADLINE: Tuesday 25 February. We are looking to appoint ASAP, so early applications are encouraged & will be considered before the deadline.

Design West is an equal opportunities employer & welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. This role is based at Design West on the harbourside in Bristol. We have found that being together as a small team is important to our culture, creativity & success as a charity.

