

Venue Services Coordinator

at the

Business Design Centre



Gain invaluable exhibition operations experience at one of London's leading event venues



bdc.london

About Us



The B Corp Certified, Business Design Centre (BDC), welcomes an incredible variety of events; from conferences, awards and galas, to exhibitions, launches, and fundraisers. Some of the most long-standing shows include the London Art Fair and New Designers, now organised by Immediate Media. Multi-day exhibitions such as these welcome hundreds of thousands of visitors from both across the country and globe. The initial concept of the BDC being a destination for the design industry to meet and grow has been strengthened in recent years, with a range of events including the Surface Design Show, HIX Event, LiGHT! and the Workspace Design Show, among others. Tech is a strong focus in the portfolio of conferences, including the large scale Devox UK and Droidcon London events that have been hosted annually at the venue for many years.

BDC runs a small team across five departments responsible for day-to-day operations at the venue. We love to promote from within, which is why three-quarters of our staff have been with us for five years or more. It's no surprise the BDC has won the Exhibition News Award for Best Employer four times since 2011, as well as the AEO Venue Team of the Year twice. In 2023, Investors in People re-accredited us with their Gold Standard and we have been featured as a Sunday Times Best Place to Work.

We are looking for a passionate Event Management student, interested in large scale events to join our Venue Services Department, where we run exhibitions throughout the year. We have an opportunity for a coordinator to join our team on a one-year placement, to work closely with our event managers in running and executing our events. The successful candidate will be a hardworking, determined and versatile student willing to embrace this opportunity.



About the Role



Main responsibilities in this position will be:

- To become a valued member of the Venue Services Department and to exceed the team's expected performance
- To build strong relationships with our contracted service providers
- To deliver on-site support to the Venue Services Managers on each event and hold responsibility for the management and operation of the Event Service Desk
- To process event orders, including manual quotes for bespoke builds and provide accurate quotations to exhibitors
- To link all internal departments ensuring a clear line of communication for an upcoming shows, for example with our stand-fitting, electrical, maintenance and loading bay teams
- To work closely with the Accounts Department to audit shell scheme builds and electrical figures for each event
- To help develop and implement initiative ideas and systems that streamline the department
- To project manage your own event to develop your skills and knowledge gained from the placement year



Skills & Attributes

- Excellent administration and organisational skills
- Good communication skills
- Keen desire to learn, with an enthusiastic, positive nature
- Can work both independently and as part of a team
- Confident in learning new systems and processes

For more information or to apply for this role, please contact Jessica Shephard:
jessicas@bdc.london



Our clients and community at the BDC come from many different cultures and backgrounds, and it is this diversity that makes us a better place. We are an open-minded organisation that as a B Corp prioritises it's people at the highest level and we welcome diverse perspectives to join our team. We are committed to nurturing an inclusive workplace and supporting equal opportunities for all and do not discriminate in the employment of any member of the team or applicant to a role because of race (including colour, nationality or origin), age, religion, gender, gender identity, sexual orientation or preference, disability status or any other characteristic protected by law. Whatever your experience or journey so far, we invite you to apply to become part of the BDC team.

