



Event Coordinator

Rainton Bridge Business Park, North East, UK

Who we are

WorkCast is a highly customisable, end to end technology which can be used to aid the delivery of Online Presentations & Events, from webinars and webcasting to virtual and physical events. The platform can be self-managed, or we can remotely support online events.

As well as a content delivery mechanism, the WorkCast platform is also a great event management tool, with end-to-end functions to help successfully deliver events on message and on brand. This is underpinned by detailed analytics tools to help convert audience members into customers.

It is a user friendly system designed to take the stress out of setting up, running and executing an online event. We offer outstanding support for both attendees and event managers, to ensure the focus is on content rather than the technical setup.

We believe we have developed the best online presentation & events platform on the market. This is underpinned by our exceptional team of developers, strategists, coordinators who work behind the scenes to ensure successful online events.

As users of other Online Event platforms in the past we identified a need for a system that offered greater functionality than those currently on offer. As such WorkCast was developed out of a passion for communication. Our aim was to develop a platform that would convince businesses to make Online Events central to their communication strategy, whether that be marketing, internal communications or new business sales.

WorkCast continues to go from strength to strength. Now a multinational organisation, we are trusted by an increasing number of corporate and enterprise organisations who have left behind the poor functionality of competing platforms for the superior online event experience of the WorkCast Platform.

Responsibilities

The WorkCast Corporation has a position for an Event Coordinator. The role will cover a range of activities but managing the end-to-end activity for online webinars and webcasting events will be key. Most events will be delivered from our Houghton-le-Spring office, however it may sometimes be necessary to travel and also to cover events that are out of standard office hours.



The Person

To ensure the success of these events, the applicant must be confident, have great attention to detail and have excellent interpersonal, and communication skills.

The candidate should be highly computer literate and a confident user of computer software. An understanding of web technologies like html/CSS will also be important. In addition, defining, documenting and following processes will be essential to create and deliver successful events.

This is a pressured role and can involve dealing with large online audiences and senior executives within the customer business. Add to this very tight deadlines and it can prove to be a very challenging and pressured role. For the right candidate this will prove an exciting and challenging role. However, you must be able to keep a clear head even under pressure.

Requirements

- Skilled at working under pressure, keeping a clear head to achieve results
- Skilled at interpreting a brief
- Understanding of web technologies like html/CSS and graphic design packages
- Exceptional organisational and administrative ability
- Creative with the ability to conceive and develop ideas
- Intuitive problem solving and analytical ability
- Self motivated and can be trusted to manage their own workload and time
- Driven with a determined work ethic
- Excellent communication skills, with the ability and confidence to facilitate large audiences and work directly with Senior Executives
- Keen observational skills
- Accurate with a focused attention to detail
- Approachable, enthusiastic with a composed confidence
- Flexible and adaptable in line with the needs of the Business

DESIRABLE:

- Experience of Event Management
- Experience in creating web content – HTML/CSS
- Some media editing experience may be beneficial

What we offer

To attract exceptional people we offer an excellent package. You can look forward to a competitive salary, pension scheme, life assurance and 25 days holiday (plus bank holidays).

If you are interested please drop us an introductory email, with your CV, to joanne.tapping@workcast.com