



MARKETING & PARTNERSHIPS COORDINATOR

£28,000-£30,000 per annum + overtime & benefits

Company: Wise Productions (UK) Ltd

Location: London, United Kingdom (hybrid)

Hours: 9:30-5:30pm, Monday to Friday

Who We Are

Wise Productions is an **employee-owned** creative events production company based in West London, with a talented team of over 60 Co-Owners. With a longstanding commitment to innovation, excellence, and a client-centric approach, we pride ourselves on delivering unforgettable event experiences in the UK's most beautiful venues.

Our core values of **enthusiasm, dependability, collaboration**, and a **client-first** mentality are at the heart of everything we do, and our recruitment process is designed to zero-in on candidates who truly share these core values. For the right person, this is an exciting opportunity to join a highly regarded event production company, and be part of our future success as we leverage our employee-ownership model to drive further growth.

Position Overview

As the Marketing & Partnerships Coordinator, you will play a pivotal role supporting the Marketing & Partnerships function to drive impactful business growth. You will primarily focus on marketing activities and will provide support to the team's partnership initiatives as required, contributing to the overall success of our business development efforts. This dynamic role requires a proactive and creative individual to maximise brand presence across multiple channels, including social media and content creation. Working in exciting venues across London, you will be required to attend our impressive events to maximise content creation opportunities and expand our visual portfolio. The majority of our events take place in the evenings, so the right candidate will need to be available to work evening events and occasional weekends. Additionally, you will provide administrative assistance to ensure seamless operations across the department.

Key Accountabilities

- Social Media and Content Management
- Marketing & Partnerships Support
- CRM Management
- Administrative Support

Day-to-Day Responsibilities

Marketing

- Deliver the social media strategy across identified channels, including LinkedIn, Instagram, Facebook and TikTok.
- Create innovative and exciting content for our social media channels, and to support our wider Marketing & Partnerships strategy.
- Frequently attend events to produce bespoke photo and video content, using the company camera.

Contact Details

www.wiseproductions.co.uk
+44 (0)20 8991 6922
events@wiseproductions.co.uk

Office Address

Unit 7 SEGRO Park Perivale,
Horsenden Lane South,
Perivale, Middlesex, UB6 7RH

- Assist in executing the Marketing & Partnerships strategy, contributing to the delivery of marketing campaigns across existing and new channels.
- Support the creation of marketing materials.
- Create content for regular newsletters.
- Create content for website blogs and assist in regular website updates to enhance user engagement and SEO performance.
- Work with the wider team to arrange and oversee event photography and videography.
- Prepare reports by collecting data from Salesforce, Google Analytics and Hootsuite.
- Organise and maintain the company visual asset portfolio.

Partnerships

- Support the venue accreditation process as directed by the Marketing & Partnerships Manager.
- Assist in executing the Partnerships Core Process.
- Represent the company at client entertaining and industry networking events as required.
- Contribute to the planning and execution of cultivation events, including content creation and guestlist curation.
- Support client outreach efforts, including gathering contact details, updating the CRM database, drafting outreach emails, and scheduling meetings.

Administration

- Oversee and manage the Salesforce CRM system on behalf of the Marketing & Partnerships team.
- Provide comprehensive administrative support to the Marketing & Partnerships department, ensuring smooth day-to-day operations.
- Support diary scheduling for the Marketing & Partnerships team.
- Deputise or stand in for the wider team where necessary.

Who are you?

- You have foundational level experience within a marketing role.
- High level of proficiency in social media management and content creation.
- Experience within the events industry in production, venue, catering or similar is a bonus.
- Creative mindset with strong eye for visual content, including photography and videography.
- High standards of IT abilities including Microsoft Office, Adobe Creative Suite, and Canva.
- Experience using CRM system like Salesforce is a bonus.
- Strong organisational and task management skills.
- Excellent written and verbal communication skills.
- Positive, can-do attitude with a proactive approach.
- Embody our core values of enthusiasm, collaboration, dependability and client-first.

Place and Hours of Work

This role is predominantly based in our Head Office in Perivale, with ad-hoc meetings in central London.

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Standard working hours are 9.30am-5.30pm, Monday-Friday. This role will be required to work evenings to capture content from events. In such cases, flexible start times the following day will be accommodated.

After a successful three-month probationary period, employees in this role have the option to work a hybrid schedule, combining 3 days in the office with 2 days of remote work per week.

Other

To find out about our company benefits please view the last page.
Interested? We'd love to hear from you!

Wise Productions is proud to be an equal opportunities workplace and supports requests for flexible working arrangements subject to the needs of the business. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, origin, sexual orientation, age, disability, marital status, or gender identity.

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