

## **Atika Studios - Events Coordinator**

Atika Studios is a thriving and innovative photo booth business that specializes in creating memorable and immersive experiences for events of all types. We pride ourselves on delivering top-notch photo booth services that capture the essence of joy, creativity, and celebration. Our mission is to add a touch of magic to every event, making it truly unforgettable.

### **\*\*Position Overview:\*\***

We are seeking a dynamic and enthusiastic Events Coordinator to join our team at Atika Studios. The Events Coordinator will play a crucial role in ensuring the seamless execution of events by coordinating all aspects related to our photo booth services. The ideal candidate is highly organized, possesses excellent interpersonal skills, and thrives in a fast-paced, creative environment.

Location: London, Remote

### **\*\*Key Responsibilities:\*\***

- Collaborate closely with clients to understand their event goals, preferences, and unique requirements.
- Recommend suitable photo booth packages and customization options based on client needs.
- Manage event logistics, including scheduling, equipment setup, and breakdown, to ensure a smooth and timely execution.
- Coordinate with the design team to create personalized and on-brand photo booth layouts and backdrops.
- Oversee on-site photo booth operations, including supervising attendants, troubleshooting technical issues, and ensuring optimal guest experiences.
- Maintain and update an events calendar, tracking bookings, inquiries, and follow-ups.
- Communicate effectively with clients, vendors, and internal teams to ensure clear expectations and consistent delivery of services.
- Assist in marketing efforts by contributing to social media content, blog posts, and promotional materials.
- Gather client feedback post-event and use insights to continuously improve our services.
- Stay informed about industry trends and competitors to suggest innovative ideas and keep our offerings competitive.

### **\*\*Qualifications:\*\***

- Bachelor's degree in Event Management, Hospitality, Marketing, or a related field (or equivalent work experience).
- Proven experience in event coordination, preferably within the entertainment, photography, or event planning industries.
- Exceptional organizational skills with a keen eye for detail and the ability to manage multiple tasks simultaneously.
- Strong interpersonal and communication skills to build positive relationships with clients and team members.

- Creativity and a passion for delivering exceptional guest experiences.
- Proficiency in Microsoft Office Suite and event management software.
- Flexibility to work irregular hours, including evenings and weekends, as required by event schedules.
- A Self Starter - with ability to close self sought leads.
- Experience with photography, design, and social media is a plus.

**\*\*Why Join Atika Studios:\*\***

- Opportunity to be a part of a creative and passionate team that values innovation and excellence.
- Engage with diverse clients and contribute to the success of a wide range of events.
- Access to ongoing professional development and the chance to stay updated with industry trends.
- Competitive compensation package and potential for growth within the company.
- Experience the satisfaction of seeing your efforts directly impact the happiness of event attendees.

If you are a proactive and detail-oriented individual who thrives in a collaborative environment, Atika Studios would love to hear from you. Join us in creating exceptional moments and turning dreams into reality. Apply now by submitting your resume and a cover letter detailing your relevant experience and enthusiasm for the role.