



## ROLE PROFILE

Project Coordinator (Temp) - Elephant Family's Big Egg Hunt

<b>Job Title</b>	Project Coordinator (Temp) - Elephant Family's Big Egg Hunt
<b>Duration</b>	6 months
<b>Reporting to</b>	Events Manager
<b>Salary</b>	£28,000 pa (pro-rata)
<b>Line Management responsibility</b>	None
<b>Location</b>	London
<b>Key accountabilities</b>	
<p><b>Job purpose</b> This job contributes to the British Asian's Trusts success by providing much-needed reinforcement to Team Big Egg Hunt. This role will be critical in ensuring we stay on schedule with our deadlines, and meet our objectives of putting on a magnificent public art trail over Easter 2025.</p> <p><b>About the Big Egg Hunt</b> The Elephant Family's Big Egg Hunt is a large-scale public art event that raises awareness and funds for conservation efforts. Artists, jewellers, and fashion houses from around the world are invited to decorate and create giant sculptures of eggs, which are then displayed across various locations in London during Easter 2025. This event attracts thousands of visitors and garners significant media attention.</p> <p><b>Main responsibilities</b></p> <ul style="list-style-type: none"> <li>• <b>Mobile App:</b> Coordinate with the project team to collect assets from up to 150 artists participating in the Big Egg Hunt. Upload the assets to the mobile app CMS according to predetermined deadlines. Liaise with artists where necessary to obtain missing information.</li> <li>• <b>Exhibition Planning:</b> Assist the team with creative brainstorming of iconic locations to display the egg sculptures. Works with project manager to secure these locations where necessary. Help keep track of different activities taking place at each location. Collect details of special offers from venues to include on the mobile app.</li> <li>• <b>Event Logistics:</b> Assist with knitting together the plan of which eggs are displayed where. Be available for installation of the eggs, and occasional maintenance throughout the exhibit. Assist with monitoring the auction platform during the campaign.</li> <li>• <b>Communications:</b> Assist with marketing plan to public. Brainstorm social media stunts, and creative ways to get the public involved in the campaign.</li> <li>• <b>Ad Hoc Requirements:</b> Be flexible and adaptable to assist with any additional tasks or responsibilities as needed to ensure the success of the event.</li> </ul>	
<p><b>Key relationships</b> Internal: Event Managers, Fundraising Manager, Head of Fundraising External: N/A</p>	

## Job-related knowledge, skills and experience

- Experience in research, project coordination or event management helpful (D)
- Strong organisational skills with the ability to multitask and prioritise effectively. (E)
- Excellent communication and interpersonal skills, with the ability to build relationships with artists, stakeholders, and partners. (E)
- Attention to detail and a proactive approach to problem-solving.(D)
- Proficiency in Microsoft Office Suite and project management software. (D)
- Flexibility to work non-business hours during the installation period (D)
- Availability to travel throughout London for meetings (D)
- Tuesdays and Wednesdays office-based (White City, London) (E)