



Events Coordinator

Position: 6-month Contract, Full time

Start date: Immediate

Salary: Competitive, dependent on experience

Location: Central London (fully office based)

About I.D.E.A.

I.D.E.A. is an internationally recognised design and innovation organisation with a strong reputation for inspiring and delivering design-led interventions.

You may already know us through:

- **London Design Festival (LDF)** – founded in 2003 and now one of the world’s most influential design events, held citywide each September.
- **Global Design Forum (GDF)** – a curated thought-leadership programme celebrating the minds shaping our future.

We collaborate with major global brands including Sony, Meta, Bloomberg, BMW, Google Arts & Culture and SAP, and work closely with the Mayor of London and cultural partners such as the V&A, Southbank Centre and the Design Museum.

Our close-knit, central London-based team brings together expertise in design, consulting, creative strategy, project delivery and communications. We are an equal opportunities employer and are committed to championing equality, diversity and inclusion. We welcome applications from all suitably qualified candidates.

About the Role

We are seeking a highly organised, detail-oriented events & speaker coordinator to support the delivery of a major international design festival and its flagship talks programme. This role sits at the heart of speaker management, event operations and partner support across multiple high-profile events in the lead up and during September this year.

You will work across event logistics, digital platforms, speaker communications and on-site delivery, ensuring a seamless experience for speakers, partners and guests.

Key Responsibilities

Medals Coordination

- Responsible for the coordination of the Medals jury dinner and awards ceremony, liaising with operations team, venue, winners, jury, medal presenters and sponsors
- Coordinate medals and boxes production and delivery

Forum Speaker & Programme Management

- Manage speaker communications and coordination for the Global Design Forum and related events
- Upload and maintain speaker and session information on the website
- Collect, organise and manage speaker slides and presentations
- Support research for speakers and programme development

Event Operations & Coordination

- Coordinate event logistics across Global Design Forum, Medals and wider festival events
- Manage event guestlists, RSVPs and attendee communications
- Oversee the event ticketing platform and customer queries
- Provide operational support for additional events (e.g. press previews, first look events, partner programme events)
- Assist with event evaluation, reporting, surveys and post-event debriefs

Partner & Sponsor Support

- Support sponsor and partner management across events
- Coordinate distribution of partner promotional materials (print, signage, merchandise)
- Assist with logistics for partner activations and materials across venues

Digital & Content Support

- Update website content including speaker pages and FAQs
- Support with photography and filming, for documentation of the events
- Capture organic content (photo/video) during events for communications use
- Provide ad hoc social media tagging support during events

Required Skills & Experience

Essential Skills

- Excellent organisational skills with high attention to detail
- Professional communication skills, particularly with high-profile speakers and partners
- Strong event coordination and logistics experience
- Confident managing multiple workstreams and deadlines simultaneously
- Experience using ticketing platforms and managing guestlists/RSVPs (for example Eventbrite, Zkipster)
- Comfortable updating website content via CMS platforms
- Proactive, adaptable and calm under pressure during live events
- Strong problem-solving ability and operational mindset
- Competent with Google Workspace / Microsoft Office
- Basic understanding of social media and digital content capture

Desirable Skills

- Experience or interest in cultural festivals or conferences
- Experience or interest in coordinating speakers for talks or panel programmes
- Familiarity with sponsor coordination, or an interest in learning more
- Basic photography/video capture skills for event content
- Experience with survey tools and reporting
- Interest in design, culture, or creative industries

Personal Attributes

- Highly reliable and self-motivated
- Friendly, professional and confident working with a wide range of stakeholders
- Flexible and willing to work outside standard hours during event periods
- Solutions-focused with a hands-on approach
- Team player with a positive, can-do attitude

This is a dynamic, fast-paced role ideal for someone who thrives in live event environments and enjoys working at the frontline of people, programme and production.

How to apply

Please send your CV and a covering letter outlining your suitability for the role to jobs@londondesignfestival.com by **Sunday 10 May 2026**. Interviews will take place during the week commencing **11 May 2026**.