



**1st May 2019**

**Role:** Junior Researcher & Coordinator, delivering projects for the Events & Experiences team at Google (EMEA)

### **Role overview**

You will support a vibrant and experienced team who work on Google's key thought leadership events and external engagements.

- The role is varied in nature, but some of the key activities include:
- Researching speaker briefs and sourcing great visual assets
- Sourcing top quality speakers and proposing interesting topics for a range of audiences
- Coordinate meetings and events and ensuring all the logistics are in place,
- Devising internal and external comms for our activities

### **The ideal candidate**

The ideal candidate will be:

- Creative
- Hard-working with excellent attention-to-detail
- Cool under pressure and discreet about the projects you work on

The ideal candidate will have:

- A strong academic record
- Great writing & presentation skills

### **Primary job responsibilities**

Your key responsibilities will include:

- Working with internal stakeholders to design and execute a full calendar of ongoing activity for the EMEA Events and Experiences team, coordinating and project managing Google events.
- Logistical support: helping with the production of events, drafting comms, booking meetings, travel and conferences
- Editorial support: fact-finding & research, including sourcing visual assets.
- Presentational support: create clear, useful and compelling slides and speaker briefs

- You will also join monthly 'learning lunch' session with the wider content team, where we share ideas on interesting, inspiring and/or provocative speakers and experiences. You will receive a budget to attend cultural events and conferences.

### **The need-to-know**

- Your employer will be Brown Cow London Ltd, one of Google's trusted suppliers.
- Basic salary of £30-35k with an end of year discretionary bonus.
- Your working week will be 37.5 hours.
- You will work from Google's Central St Giles office (WC2H 8AG).
- This role will be a 12 month position, with one month's notice. The employment period also includes a 3 month probation period, with two weeks' notice.
- We would like the role to begin 1 July 2019, but there is some flexibility on this date.