



NUCO Travel Ltd.

**Beech House, Gatley Road,
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Events Assistant - Job Specification

As well as being the market leading student snowsports operator, our events offering is also huge.

We Are NUCO collaborate on events, create our own events and also have a specialised new events arm for the larger scale festival productions, Point Six. Whether that be the smaller resort experiences to headline DJs and outdoor stages, our event teams are integral to the delivery and as well as looking for holiday reps, we are also looking for Events Assistants who are hungry for the experience and who can show our customers the times of their lives!

More about your experience

To be a successful Events Assistant you'll have:

- Events crew experience
- Great organisational and time management skills
- Experience of working as a team
- Experience of delivering projects/ events to a tight deadline
- To be confident handling artist, venue and supplier relations.
- Good customer service skills and experience of handling customer service at an event

It would also be useful to have:

- Events planning experience
- Technical team experience/knowledge
- Experience of venue and artist liaison
- Knowledge and passion for snowsports and operating events in ski resorts
- Event stewarding experience
- French language skills

More about the role

Events Assistants will come to resort to deliver our large scale events on specific weeks throughout the season, some of the main responsibilities are, but not limited to:

- Setting up events in resort
- Delivering events to a high standard



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- Depending on the week, you may have to fulfil the role of a Resort Rep as well if there aren't many events please see job spec for resort rep
- Crowd management
- Ticketing and accreditation
- Promoting
- Customer service and troubleshooting at events
- Artist and VIP liaison
- Venue liaison
- Working alongside Resort teams to provide a seamless service on trip events

What you'll get

- Travel to and from resort
- Accommodation (shared)
- Lift Pass
- Ski hire
- Medical insurance
- Weekly sustenance

Uniform

You'll be issued with a NUCO T-shirts and a jacket that you need to return. Plus you'll have the opportunity to purchase NUCO stash such as hoodies and beanies.

Training

The key element of your training will be our annual Training Weekend which is held in October and November over a long weekend which introduces you to the world of NUCO and covers key skill areas. Apart from the rare events heavy week, you will also be expected to cover the role of Resort Rep. Therefore you will participate in rep training weekend as normal.

You'll get online resources such as our digital guide, access to our custom applications and event specific digital video sessions.



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Progression

Working as an Events Assistant you'll gain some incredible and valuable work experience for the events industry. You'll develop skills in planning, working and delivering diverse events programs in new environments. There are also opportunities to learn about other resort roles, such as Resort Rep and Head Rep positions, as well as the opportunities to progress to Events Head or office positions.

Who our Events Assistants report to:

Your main support and team leaders will be your Events Head and Resort Managers.

In the run up to your trips you'll have contact with the Operations and Delivery team in the NUCO office.

When and where you'll work

We will aim where possible to allocate in advance all the weeks we can offer you for the season, but there may also be last minute opportunities to pick up extra work with us.

The weeks you'll likely be allocated will be our larger peak weeks such as with our Point Six groups.