

### **About The Intrepid Collective**

Founded in February 2020 by Megan Anstee and Alasdair Moore, The Intrepid Collective is an award-winning placemaking events agency with big clients and big ambitions.

We are fiercely bold for our clients. We work collaboratively to amplify possibilities in places, creating placemaking events and activations that excite communities and drive commercial outcomes.

In the last year we have worked with leading developers, operators and BIDs including Savills, New West End Company, Greystar, Baker Street Quarter Partnership and Telford Living to deliver events across a range of spaces – from iconic destinations such as Oxford Street, Victoria Station and the Leadenhall Building, to regeneration projects and premium residential developments.

In 2024, The Intrepid Collective received awards for Best Event, Best Team and the prestigious Judges Award from the National Outdoor Events Association, also receiving the Event Legacy Award at the CN Agency Awards in 2026 demonstrating the meaningful placemaking impact of our work.

As we continue to grow, we are excited to expand our team again. Our new Event Executive will play an important role in supporting the delivery of our projects while helping the wider business operate smoothly.

### **About the role**

Working closely with the company founders and wider team, the Event Executive will support across all areas of the business — from creative conception and proposal development through to event production, delivery and reporting.

The role offers a varied position within a growing placemaking events agency, providing the opportunity to gain experience across event delivery, proposal development, operational systems and the day-to-day running of a creative events business.

Alongside supporting the delivery of events and activations, the successful candidate will contribute to the research and development of proposals for new projects and clients, while also playing an important role in helping the team stay organised and operate efficiently.

Working in a fast-paced start-up environment where no two days are the same, this is an ideal role for someone who enjoys taking ownership of tasks, contributing ideas and working across a range of projects.

The role will involve a mix of office-based work (working remotely and from our office in Haggerston, London) and onsite work delivering events with our clients.

### **Responsibilities of the Event Executive will include:**

#### **Event Project Delivery**

You will play an active role in bringing our events and activations to life, supporting projects from early concept through to onsite delivery and post-event wrap up. Working closely with the Event Managers and founders, you will contribute to event planning, supplier coordination and the preparation of key project documentation, with opportunity to lead on your own client projects.

This role will also involve being part of the onsite delivery team, helping ensure events run smoothly while providing a welcoming and professional experience for our clients, partners and guests.

#### **Operations & Internal Systems**

Alongside project work, you will play a key role in supporting the smooth running of the business and internal processes within the team.

This includes:

- Supporting the organisation of office logistics, shared resources and team materials
- Coordinating the preparation and printing of materials for proposals, meetings and events
- Maintaining internal systems such as supplier databases, project documentation and shared files
- Assisting with invoice reconciliation across projects, and general project administration
- Helping ensure event materials, signage and equipment remain organised and ready for delivery.
- General administrative tasks, and team assistance across projects and workflows.

Working within a small and collaborative team, the role offers the opportunity to become a trusted point of support across both project delivery and the day-to-day running of the agency.

#### **Proposal & Business Development Support**

As part of a growing agency, you will contribute to the development of creative proposals and pitch documents for new clients and projects.

This includes:

- Leading research into suppliers, performers and activation ideas that support proposal development
- Curating imagery, references and case studies that help bring placemaking concepts to life in presentations
- Supporting the preparation and organisation of pitch documents and proposal materials
- Maintaining and developing an internal library of proposal content, inspiration and previous pitch materials

### **Professional profile – The Ideal Candidate**

We are looking for someone who enjoys working across multiple areas of a growing events business and who is comfortable balancing event delivery with proposal development, research and operational support.

- At least 1 years' experience working in live outdoor events, placemaking, festivals or experiential projects.
- An interest in placemaking, community engagement and events within the property sector.
- Strong organisational skills with a proactive approach to supporting a busy team.
- Confident IT skills including Microsoft Office (Word, Excel, PowerPoint, Outlook); experience with CRM or project management tools would be beneficial.
- Excellent written and verbal communication skills.

### **Personal profile – The ideal candidate will;**

- Understand what it means to be 'BAM' and be excited to bring this approach to their work.
- Be a motivated self-starter who enjoys taking ownership while working collaboratively within a team.
- Have strong attention to detail and a proactive, solution-focused mindset.
- Enjoy working in a varied role that combines creative thinking with operational delivery.
- Be a confident communicator who brings their own perspective and personality to the team.

### The role

- This is a permanent full-time hybrid role. We split our time between our London office (minimum two days per week), remote working and onsite delivery with clients across London.
- This is a London-based role requiring regular on-site delivery and office attendance. We are therefore only able to consider candidates currently based in London.
- Some additional UK travel may be required depending on projects.
- Working days will primarily be Monday to Friday, with occasional weekend and bank holiday work in line with event delivery.

### Benefits

- Salary of £28,850 - £30,500 per annum, dependent on experience.
- Flexitime working hours after probation.
- 23 days holiday plus UK bank holidays (or days in lieu where required).
- Additional set annual leave over the Christmas and New Year period.
- An annual personal development budget.
- A monthly subscription to a wellness benefits platform.

### Being BAM

BAM is how we describe the emotion of a fist-pump moment, the 'voila!' when you work together to achieve incredible things.

To be BAM is to set a new standard, to smash objectives, to be bold and to have fun along the way.

All of our work revolves around achieving those BAM moments for ourselves and our clients.

**Best together:** We work with our teams, clients, and suppliers to understand the end goals, to establish optimum ways of working, and to deliver the optimum solution through close collaboration.

**Action:** Our team is empowered to have impact and 'get things done,' allowing us to build projects that set our clients apart within their market.

**Magic feeling:** This is that sense of everything clicking into place, the 'fizz' of knowing you are onto something special. We love what we do, and want our clients and stakeholders to feel the joy that we take in our work. We channel this excitement into creating experiences that drive connection, fun and legacy.

### **How to apply?**

Please email us your CV along with a cover letter to [hello@theintrepidcollective.com](mailto:hello@theintrepidcollective.com) with the subject line 'Event Executive Application.' The cover letter is an opportunity to introduce yourself and tell us about a time when you have made something more 'BAM' - please see [here](#) for more info on BAM. Please keep the cover letter to under 300 words.

### **About the application process**

Successful candidates will be invited to a 1st stage virtual interview that will focus on CV and experience. A 2nd stage interview will be held in person with a focus on culture and ways of working, and the candidate will be asked to present a response to a task (set in advance).

The successful candidate would ideally start the role on Tuesday 26<sup>th</sup> May 2026.

### **Further information**

If you would like to speak to someone about the application process before applying then please drop a note to [hello@theintrepidcollective.com](mailto:hello@theintrepidcollective.com) and we'll be happy to have a chat – whether over email or phone.

We can't wait to see your application!