ROLE DESCRIPTION · OPEN PROJECT ROLE

Event Production Coordinator

Turns the plan into a working event: suppliers, run sheets, set-up and the moments in between.

ENGAGEMENT	AREA	REPORTS TO	LOCATION
Project-based	Event production	Director of Operations & Event Production	Nairobi, Kenya, and event locations

About the role

You will help translate an approved event concept into a production plan that works on the day. You keep suppliers, timelines and technical requirements moving, and you are on the ground to make sure the room, the stage and the run of show come together as designed.

What you will do

- Build and maintain production schedules, run sheets and cue sheets for each event.
- Coordinate venues and suppliers, including AV, staging, décor, furniture and catering, against agreed briefs and budgets.
- Confirm technical requirements with speakers, performers and partners ahead of time.
- Lead or support load-in, set-up, rehearsals and load-out on event days.
- Track production decisions, changes and supplier commitments so nothing is lost between meetings.
- Flag risks early and propose practical alternatives when plans change.
- Contribute to post-event reviews and production records.

What you bring

- Experience coordinating events, productions or live activations, in a paid, volunteer or student-led setting.
- A calm, organised way of working under time pressure.
- Comfort working with suppliers and venue teams and holding them to what was agreed.

Good to have

- Working knowledge of AV, staging or lighting.
- An existing network of reliable Nairobi suppliers.

- Clear written communication and careful attention to detail.
- Availability for long days around event dates, including some evenings and weekends.

How we work together

This is a project-based engagement, not employment. For each project we agree the scope, dates, deliverables and fee in a written engagement letter before any work begins. Fees depend on the project and are confirmed in that letter.

Everyone who works with us follows our Rules of Engagement: thegatheringandco.online/downloads/roles/rules-of-engagement.pdf

How to apply

Go to **thegatheringandco.online/work-with-us**, choose **Event production** as your area and tell us about your experience and availability. Include a portfolio or LinkedIn link if you have one. You can also email **info@thegatheringandco.online** with the subject "Event Production Coordinator".