



Staff Brief: Set-Up Assistant - UK Black Business Week & Show

Location: Various

About the Role:

Every great show starts with the work nobody sees, and that's exactly where you'll be. As a Set-Up Assistant, you'll help bring UK Black Business Week and Show's spaces to life before a single guest walks in, working shoulder to shoulder with the Operations Team to get every last detail, furniture, signage, layout, exactly right.

It's the ultimate behind-the-scenes seat: you'll watch empty rooms transform into the vibrant spaces thousands of people will experience, and you'll know you played a real part in making that first impression possible.

Responsibilities:

- Roll up your sleeves for general set-up tasks across event spaces, guided by the Operations Team
- Help place furniture, signage and equipment exactly where the venue plans call for it
- Stay flexible and quick to respond, set-up moves fast and priorities can shift in an instant
- Support final readiness checks so every space is guest-ready and looking its absolute best
- Jump in wherever an extra pair of hands is needed across the build, no task too big or small

What You'll Gain:

- Experience working at a large-scale show
- Access to the UKBBS After-Party
- A reference for future work
- A UKBBS code to invite friends/family (once confirmed)