Freelance Event & Webinar Coordinator

Minnac Life Sciences | Remote / Hybrid | Contract | January–October 2027

About the opportunity

Minnac Life Sciences is looking for an organised, enthusiastic and proactive Event & Webinar Coordinator to support the delivery of a programme of scientific webinars, virtual events, live and hybrid conferences throughout 2027.

We work with leading life sciences organisations to deliver engaging, professionally managed events for international audiences.

Working closely with the Minnac team, you will support the planning, coordination and delivery of events across a range of activities, including branding, logistics, registration, virtual platforms and webinar production.

This is a varied, hands-on role suited to someone who enjoys working across different projects, taking responsibility for assigned tasks and making sure things get done accurately and on time.

You will work alongside experienced Event Managers and specialist teams, with established processes, guidance and support available.

What you'll be doing

Webinar and virtual event support

- Assist with the preparation and coordination of webinars and virtual events.
- Help set up and update webinar platforms. Experience with Big Marker, Riverside and/ or similar production systems preferred.
- Collect and organise speaker presentations, biographies, photographs and other event materials.
- Act as primary liaison between client, speakers and internal teams
- Manage multiple tasks and deadlines in parallel
- Send speaker and client communications, instructions and reminders using agreed templates.
- Webinar content creation including assisting with technical checks, rehearsals and recording presentations.

- Support live webinar delivery, including monitoring sessions, assisting speakers and helping with basic technical administration.
- Accurate data entry and upload to webinar and virtual event platforms
- Assist with post-event tasks, including recording distribution, reporting and saving project documentation.

Event coordination and logistics

- Support the planning, coordination and delivery of live, virtual and hybrid events, working across different areas including branding, logistics, registration and virtual event delivery.
- Take responsibility for assigned event tasks and activities, ensuring they are completed accurately and on time.
- Support the Branding team with the planning and delivery of event branding, including artwork, signage, printed materials and production deadlines.
- Work alongside the Registration team to support delegate management, registration systems, communications and reporting.
- Assist the Virtual Events team with event preparation, including platform setup, uploading content, testing and supporting live sessions.
- Support the Logistics team with coordinating event materials, equipment, shipments, deliveries and onsite requirements.
- Liaise with suppliers, venues and other event partners as required to gather information, confirm arrangements and follow up on outstanding actions.
- Maintain accurate and up-to-date event information, schedules, task lists and project records using Monday.com, Excel, PowerPoint and other shared systems.
- Work closely with Event Managers, the wider Minnac team and freelancers to help ensure activities are coordinated and deadlines are met.
- Assist with onsite event preparation, setup, delivery and breakdown when required.

Project and team support

- Attend project meetings as required, provide progress updates and follow up on outstanding actions.
- Respond to incoming requests and direct queries to the appropriate team members.
- Work collaboratively with the wider Minnac team and other freelancers, following established processes and templates.
- Identify missing information, potential issues or delays and flag these promptly to the relevant team members.
- Take a proactive approach to assigned tasks, asking for guidance when needed.

What we're looking for

We are interested in candidates with experience in event coordination or webinar production who are confident working across a range of tasks and responsibilities.

You do not need to be an expert in every aspect of the role. We are looking for someone who is organised, practical, confident using different systems and happy to take responsibility for their work.

Essential skills and experience

- Strong organisational and time management skills, with excellent attention to detail.
- Confident written and verbal communication skills.
- Proficient in Microsoft Office 365, particularly Excel, Word and PowerPoint, with access to the full Microsoft Office suite.
- Good general IT skills and confidence learning new systems and platforms.
- Able to work through assigned tasks independently, adapting established processes where needed to meet client requirements or shorter deadlines.
- Able to manage multiple tasks, prioritise workloads and meet agreed deadlines.

- Proactive, reliable and responsive, with a practical approach to problem-solving.
- Comfortable working independently while knowing when to ask for guidance or flag an issue.
- A positive, flexible and collaborative approach to working with colleagues, suppliers and freelancers.

Desirable experience

- Previous experience in event coordination, webinar production, hospitality or a similar role.
- Experience working in an agency environment across multiple projects or clients.
- Familiarity with project management tools such as Monday.com.
- Experience using event registration systems, applications or webinar platforms.
- Experience coordinating event materials, deliveries or shipments.
- Basic knowledge of webinar production or online meeting platforms.

A background in science, healthcare or life sciences is not required. Guidance will be provided on our systems, processes and platforms.

Working with Minnac

You will work as part of a friendly, collaborative team, supporting experienced event professionals across a range of scientific events and projects.

We have established processes, templates and systems in place and will provide guidance and support to help you carry out your responsibilities.

This is an opportunity to gain practical experience across different areas of event delivery while taking ownership of your assigned tasks and contributing to the successful delivery of our events.

Working arrangement and contract details

- Contract period: January–October 2027.
- Engagement: Freelance / contract. This role can be split for the right candidate.
- Working pattern: Ideally approximately three days per week for the right candidate, with flexibility depending on project requirements and workload. Hours may vary throughout the contract, and we are also open to splitting the role between two freelancers.
- Location: Primarily remote, with occasional onsite attendance in London for scheduled live and hybrid events. Some travel outside the UK may be required.
- Working hours: Primarily standard UK working hours, with occasional flexibility required around live event dates and international webinars. Due to the nature of the business, workloads will vary and are likely to increase closer to event deadlines.
- Training and support: Guidance and training will be provided on relevant systems, platforms and processes.
- Rate of pay: £15–£18 per hour, depending on experience.

Specific onsite dates and project requirements will be confirmed as the programme develops.

Interested?

We'd love to hear from organised, enthusiastic individuals who enjoy working as part of a team and would like to gain experience supporting the delivery of professional scientific events.

Please send us your CV, highlighting any relevant experience in events, administration, hospitality, customer service or logistics, together with your availability and expected hourly rate.

Email: info@minnac.co.uk

Alternatively, you can apply via our online application form.