

### **Functions & Events Coordinator (part time)**

An opportunity has arisen for a new team member to support our weekend functions and events. Sulgrave Manor regularly hosts evening parties, weddings and hires for specialist groups on Fridays and Saturdays.

The successful applicant will oversee the events from start to finish ensuring they run smoothly and dealing with any situations as they arise. They will be responsible for opening and closing the site as well as monitoring and ensuring our high professional standards are being met.

#### **Main duties:**

- To successfully run evening parties, weddings and hires onsite.
- To make sure our customers have a smooth event where guests are treated in a professional and welcoming manner.
- To manage suppliers on the day and ensure they adhere to our guidelines. This can include; managing bands and DJ's sound levels, overseeing the kitchen and that suppliers have done a clear up to agreed standards.
- To be a key holder for the site and lock up areas as required.
- To carry out some administrative duties in relation to evening parties, weddings and hires.
- To respond to operational site matters as required.
- To be a presence as front of house and manage high spirited behaviour from customers.
- To be able to support other departments if they are in need of assistance.

#### **Skills Required:**

- Ability to work nights is essential
- Proven experience in a similar role is desirable but not necessary
- Excellent communication skills with attention to detail
- Driven to consistently deliver and exceed service standards
- Excellent organisation and time management skills with the ability to multitask and cope under pressure
- Have a can do attitude and that believe no task is too small to deal with

#### **Hours:**

Primarily Fridays and Saturdays, averaging 21 hours a month with events generally lasting around seven hours to include a paid break. Additional hours for other events.

#### **Hourly Rate:**

£10.50

Applications by email with CV and covering letter outlining how you meet the criteria for the role to [shanna.wells@sulgravemanor.org.uk](mailto:shanna.wells@sulgravemanor.org.uk).

**Closing date: Friday 27<sup>th</sup> May 2022.**