



WADDESDON

Waddesdon Manor Job Description

Job Title: Private Events Executive (Maternity Cover)

Reporting To: Events Manager

The Company

Rothschild Waddesdon Ltd is the trading arm of the Rothschild Foundation, the charitable trust that contributes to the upkeep of Waddesdon Manor. The trading company is comprised of five businesses with a combined turnover of £5.8m - Catering (£1.9m), the Five Arrows Hotel (£1.2m), the Gift and Wine Shops (£1.2m), Private Events (£1.2m) and Public Events (£300k). All profits from the trading company are covenanted to the Rothschild Foundation and used for the upkeep of Waddesdon Manor.

Key Areas of Responsibility

- The creative and efficient management of weddings and events at Waddesdon
- Ensure that all wedding and event clients enjoy excellent service from enquiry through to event delivery
- Focus on achieving budget target

The Private Events Executive's success will be monitored through:

1. Monthly profit and loss results
2. Weekly sales results
3. Customer feedback (including Trip Advisor reviews)
4. Weekly departmental meetings
5. Twice yearly Personal Development meeting with the Events Manager

The key areas of responsibility and duties of the Private Events Executive are:

- Co-ordinate and manage the events calendar together with the Events Manager
- Track enquiries by daily completion of tracking report

- Use agreed templates for enquiries to ensure clear and consistent information with every enquiry
- Check contracts and ensure all contracts are signed
- Assist with selling and allocation of Hotel guest rooms
- Increase wine and sundry sales/direct selling to clients
- Create and issue the running order for each event
- Meet and greet wedding clients prior to the ceremony on the wedding day and be on duty throughout, working with the Banqueting Manager to ensure that the event runs smoothly
- Attend client planning meetings and menu tastings
- Work closely and creatively with other departments within Waddesdon, develop excellent working relationships with key contacts
- Ensure that weddings and events are managed with minimum impact on Waddesdon Manor Collections
- Keep all supplier information up to date, ie. bands, florists, etc.
- Manage client relationships to maximise repeat business opportunities
- Secure feedback and testimonials
- Assist with keeping the website up to date with pricing, pictures, testimonials
- Assist the Events Manager to conduct an annual competitor analysis
- Assist the Events Manager at relevant trade exhibitions
- Carry out any other reasonable duties in line with the post which may be required from time to time

Person Specification

Some experience in the following areas would be useful:

- Running weddings and events in a high calibre venue or similar
- Liaising with wedding and event clients, managing their expectations to the highest level
- Managing and working with a wide range of event suppliers
- Developing and managing a customer relationship database
- Assisting in managing design and print production
- Highly organised and highly motivated with an ability to work both on own initiative and as a team player
- Excellent prioritisation and time management skills coupled with the ability to work under pressure and to tight deadlines
- Ability to work flexibly and successfully across teams and hierarchies and build relationships at all levels including excellent interpersonal skills and evidence of ability to influence decision-making
- Demonstrate flawless attention to detail
- Excellent written and verbal communication skills, IT and office skills

Terms & Conditions

Salary: £20,000 per annum

Contract: Fixed Term for a minimum of twelve months.

Hours: a minimum of 37.5 hours per week, on a seven day rota depending on the requirements of the business with every third weekend off. There will also be a requirement to work some late nights and bank holidays.

Pension: Matched contribution pension up to 10% of salary.

Holiday: 25 days holiday per annum, plus bank holidays (or days in lieu).

Other: NT Membership with discounts in our shops and restaurants.