



WADDESDON

Job Title: Private Events Executive

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 - Catering the Five Arrows Hotel the Gift and Wine Shops Private Events and Public Events. All profits from the trading company are covenanted to the Rothschild Foundation.

Key Areas of the Private Events Executive Responsibility

- The creative and efficient management of weddings, corporate and social events at Waddesdon
- Ensure that all weddings, corporate and social 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 and testimonials
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
- Use agreed proposal templates for enquiries to ensure clear and consistent information with every enquiry
- Conduct site visits with clients
- Respond to the Private Events inbox to all enquires within the agreed time period
- Chase all enquiries within the agreed time period

- 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 function sheet for each event
- Meet and greet clients on the event 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, corporate and social 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.
- Produce weekly reports

Person Specification

- 2-3 years experience of running weddings, corporate and social events in a high calibre venue
- Experience in liaison with weddings, corporate and social event clients, managing their expectations to the highest level
- Experience in managing and working with a wide range of event suppliers
- Experience of developing and managing a customer relationship database
- 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 and Conditions

Salary: £22,500 to £24,500 depending on experience

Hours: Minimum 37½ hours per week on the below rolling rota system, however, working days may occasionally be dictated by events and the requirements of the business:-
Week One: Days Off Saturday and Sunday
Week Two: Days Off Friday Saturday
Week Three: Days Off Monday and Sunday

Holiday: 25 days per annum, increasing to 28 days after three years service, 29 days after five years service and 31 days after ten years service

Pension: National Trust contributory pension scheme

Other: National Trust Staff Card, which entitles free entry for two people at all NT properties and a discount in their shops