



JOB DESCRIPTION

Job Title	Event Sales Executive (Freelance)
Responsible to	Senior Events Manager, Property Operations Manager, Director, Head of Development
Line Manager	Senior Events Manager
Responsible for	Non-applicable
Contract Length	3 months fixed term freelance contract

Job Summary

This is a key role within the Strawberry Hill Events Team responsible for selling a marquee space which will be in situ at Strawberry Hill House & Garden from 17 October 2018 until 26 February 2019. Over this period the major exhibition '*Lost Treasures of Strawberry Hill*' will provide visitors with a once-in-a-lifetime experience of Strawberry Hill as its creator and owner Horace Walpole intended it to be seen.

The marquee is required to enable the facilitation of sponsor receptions and dinners, and increase the catering capacity for exhibition visitors and private group tours. To cover the cost of the marquee and make a surplus for the House a minimum of £100,000 needs to be generated through venue hire of the space and commission secured from catering suppliers.

Key Responsibilities:

- Collating and approaching a list of prospects
- Selling event packages for marquee hire to generate a minimum of £100,000 in venue hire and commission
- Successfully converting hire enquiries to bookings

Duties

- You will prove you have excellent knowledge of venue capabilities, capacities, unique selling points, suppliers and pricing
- By June 2018, you will have successfully taken £50,000 in hire deposits
- You will update the house diary with potential and confirmed bookings



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- You will work with the Senior Events Manager, Property Operations Manager, Marketing & Communications Manager and Head Development to ensure packages are competitively priced
- You will work with Property Operations Manager and Marketing & Communications Manager to market packages in order to generate leads
- You will conduct 'show rounds' of historic spaces and marquee site
- You will record and share all client feedback and seek to resolve all client queries
- You will pass clients to Senior Events Manager and Events Manager to finalise bookings and co-ordinate events
- You will manage administration of events contacts and client database

The ideal candidate

- Has previous experience in event sales/operations in a similar venue
- Has a good contacts database
- Has some social media experience
- Has refined oral and written communication skills
- Has good attention to detail
- Has excellent organisation and time management skills
- Has excellent numeracy skills
- Is customer focused
- Is highly competent in use of MS Office
- Is proactive and self-motivated
- Is able to work well under pressure
- Is enthusiastic and committed to the job and brings creative new ideas to the table
- Is a team player

Working Pattern

18.5 hours per week over 3 days, Monday - Friday

SALARY & TERMS AND CONDITIONS OF EMPLOYMENT

Set out below is a summary of the main terms and conditions of employment

Salary: £28,000 per annum pro rata'd



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Payment of Salary:	Monthly by credit transfer
Hours of Work:	18.75 hours per week. Some weekend and bank holiday work may be required.
Annual Leave	25 days pro-rata'd
Probation Period	1 Month
Notice Period	After the successful completion of the probation period, 1 months from either side
Contact	Immediate start. Please send your CV and a short covering letter to Claire Barlow claire.barlow@strawberryhillhouse.org.uk