

# R A B Y

## Events Executive

### JOB ADVERT

<b>Job Title:</b>	Events Executive
<b>Responsible to:</b>	Sales and Events Manager
<b>Liaising with:</b>	Leisure and Tourism and wider Estate Team
<b>Department:</b>	Leisure and Tourism
<b>Location:</b>	Raby Castle, Park and Gardens
<b>Hours:</b>	Full-time, permanent
<b>Salary:</b>	Competitive, above NMW
<b>Job Ref:</b>	VA174-2024

### Background:

An Events Executive at Raby Estates is one of the most diverse roles there is to offer with the unique opportunity to support the events team across a range of seasonal activities from festivals to corporate events, Christmas experiences and everything in-between.

The recent developments at Raby Castle, Park and Gardens have put Raby on the map as a leading lifestyle destination in England, complete with heritage buildings, remodelled gardens, stylish shopping, fascinating history and local food. Alongside, High Force Hotel & Waterfall has a breadth of event opportunities.

We are looking for someone bursting with ideas to enhance and grow the events portfolio across Raby Estates. A problem solver who is great with people and has the willingness to learn. This candidate will have an excellent, creative eye, enabling them to bring new ideas to the table. They will be articulate and confident with both clients and visitors. Working closely with the Events and Sales Manager, the role will support with strategic event campaigns and analysing sales.

This awe-inspiring family run estate is vast and thriving with opportunities, with an abundance of locations and breath-taking spaces. With a diverse range of departments including, tourism, farming, buildings, forestry, land management and sporting – no two days are ever the same!

### KEY RESPONSIBILITIES:

- Leading on the booking, planning and delivery of specific events, with the support of the Sales and Events Manager and wider team
- Understanding the operational complexities of event delivery and working collaboratively with other departments, such as food and beverage, to ensure they are planned and delivered seamlessly
- Providing excellent customer service to customers and suppliers both in person and via telephone and email communications. Understanding client's objectives and converting these into successful event outcomes.

- Being the creative lead on the development of regular events including children's trails and seasonal activities; using design skills to create scenery, activity sheets and dressing of areas.
- Demonstrating a strong knowledge of the possible event settings on offer, and taking third parties on tours of the Estate to view these
- Liaising with the Marketing team to provide the content to create the necessary marketing materials such as print and digital advertisements for individual events
- Creating and updating Event Information pages and FAQs on the website
- Providing administrative support to the Events Manager and Business Development Executive
- Setting up new events on the Ticket sales platform and monitoring ticket sales via a weekly sales report
- Managing and overseeing events on the day of, including problem-solving, welcoming customers, directing event set-up, communicating with staff, and organising suppliers
- Effective organisational, multitasking and time management skills.
- A good understanding of financial processes including pricing, budgeting and event sales analysis
- A strong appreciation of good customer service.
- Enthusiasm and capacity for hard work.
- Systematic and cheerful approach with a 'can do' attitude.
- Flexible approach to duties undertaken.