

CHARLESTON FEST

JOB TITLE: Event Manager

CONTRACT: Freelance

REPORTING TO: Head of Programme & Events

PAY : £13-£15 per hr depending on experience

MAIN PURPOSE OF THE ROLE

In 2018, Charleston completed the restoration of our Grade 2 listed Hay Barn. The Hay Barn is an atmospheric and flexible auditorium space that hosts our busy programme of events and festivals.

As well as our public programme, Charleston has hosted some extraordinary private events. These have ranged from high profile collection launches to Christmas parties, memorial services to naming ceremonies. Events have ranged from intimate parties of 10 to large celebrations of 300.

Charleston is now looking to increase the number of private hires we deliver each year. Central to this vision is the recruitment of an event manager who can take ownership of this strand of the organisation.

The role will manage events from confirmation to delivery, liaising with clients, catering partners and external suppliers as required. The role will also act as duty manager on the day of an event, which usually take place on evenings and weekends, or on Monday/Tuesday when the site is closed to the public. This role is physical in nature and will include lifting and moving of equipment. Training on the specific demands of our rural site will be provided.

There will also be opportunities available to support the delivery of Charleston's four festivals throughout the year.

This role needs to be flexible and workload will vary according to the number of events booked in.

Although this is a zero hours role for 2023, our intention is for this role to become a permanent, part-time salaried position from 2024.

MAIN RESPONSIBILITIES

- Coordinate, plan and manage the delivery of allocated events.
- Liaise with our catering partners to ensure provision of required catering to meet the client needs.

The Charleston Trust
Charleston, Firle, Lewes
East Sussex BN8 6LL
+44(0)1323 811 626

info@charleston.org.uk
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CHARLESTON

- Manage an expenditure budget for each event and ensure the event is delivered within budget and that any additional costs are clearly communicated to the client.
- Liaise with our preferred suppliers to secure additional equipment for events as required and supervise delivery and returns, to minimise additional costs to the event or the client.
- Always ensure highest level of customer service.
- Schedule and lead planning meetings with clients as required.
- Liaise with the finance team to ensure that invoices are issued promptly and that all billing details are accurate.
- Advise clients and all suppliers on the venue's operational and logistical policies.
- Carry out Health & Safety and Risk Assessments and communicate risks and mitigation to staff and clients as required.
- Act as venue expert, advising clients of best practice within the venue.
- Work with the events and visitor experience teams to ensure suitable staffing levels at events.

Essential Skills and Experience

- Demonstratable experience of leading on planning and delivery of events, across different venues, including some knowledge of AV systems
- A pro-active, hands-on approach to work, with excellent attention to detail
- Operational experience of Health and Safety protocol and writing risk assessments
- Proficient budget management.
- Clear and confident communication skills
- High standards of professionalism and customer service skills
- Ability to take responsibility for own time management.
- Ability to stay calm under pressure and solve problems quickly and efficiently.
- Experience working as part of a team in a supportive and cooperative manner.

Desirable Skills and Experience

- Experience in managing large scale and high-profile events at a wide range of venues and sites.
- Experience managing events in a rural location.
- An interest in the arts, culture and heritage.
- First Aid qualification

Charleston is situated in a rural location and travelling to the site without a car will need additional planning.

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HOW TO APPLY

Application deadline: Monday 27 February 12 noon

Interview: Week commencing 6 March at Charleston.

Desired start date: Week beginning 20 March 2023. Please indicate on your application your available start date.

To apply, please email a covering letter and CV to jobs@charleston.org.uk highlighting your skills and experience relevant to the job description. All applications will be acknowledged.

All positions at Charleston are offered subject to the following conditions:

- Receipt of satisfactory references
- Proof that you are legally entitled to work in the UK

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