



HOUSE FOR AN ART LOVER

Description: Events Administration Assistant

An opportunity has arisen at House for an Art Lover for a part time Events Administration Assistant, the role is ideal for someone looking to gain experience of a busy events office.

Working within the Conference, Wedding & Events Sales Department, the Events Administration Assistant will work with the venue co-ordinators to support the team with day to day administration tasks. Your duties will entail creation of wedding and event stationary ensuring a consistently high level of attention to detail for accuracy. You will be responsible for assisting with administration of events schedules, Friend card membership and internal signage. The role will require you to have a good understanding of Microsoft Office as well as social media channels in order to assist with the creation of content.

The ideal candidate will ideally have some experience of events with the ability to provide exceptional customer service with a can do attitude. Excellent organisation skills with an attention to detail and the ability to multi-task are essential.

12 hours per week with flexibility required, the right candidate will have the opportunity to supplement the administration role with operational food and beverage shifts with the venue banqueting team.

Duties include:

- General office admin – creating menu, table plan and place cards
- Management of existing database as required which will include issuing of annual “Friend” cards and updating records as necessary
- Attend in house and external wedding open days and shows as required
- Social Media content gathering, working to produce a bank of useable content for all social media platforms, this will include images, text and video content.
- Assist the sales & events team with day to day tasks as required, including collating business sheets, mail management and internal signage
- Assist in other roles within the events office as required

All applicants must have the right to work in the UK and be able to provide 2 references.

HOURLY RATE OF PAY

** Please note only successful applicants will be contacted for Interview **

Applications should be submitted FAO Lynn Stevenson to

info@houseforanartlover.co.uk

Closing date – 09.06.19