



Job Description

Function:	Operations
Position:	Junior Event Designer
Immediate Manager:	Lead Event Designer
Additional Reporting Line:	N/a
Position Location:	North Fort Street

1. Purpose of the Job

Assist the team in achieving annual budgets in venue hire and hospitality

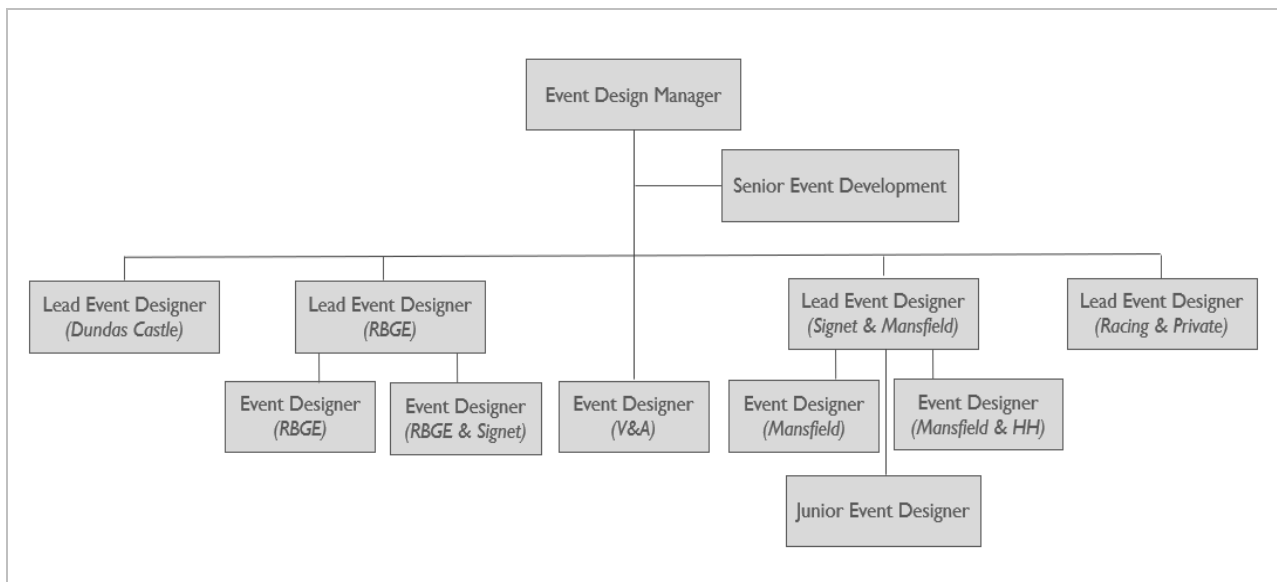
To monitor and maintain consistently high levels of service standards and quality across all areas

To assist the Operational Team in the execution of each event

To be responsible and accountable for small to medium sized events

Become proficient in both the CRM system utilising it for event design and reporting

2. Organisation Chart





3. Main Assignments

1 Maintain standards in all event planning

Ensure that all events are accurately costed in-line with the companies budgetary and pricing policies

Record and accurately communicate the event details and requirements to all departments and suppliers

Conduct client menu tastings

Ensure the highest level of service and attention to detail is given to clients throughout the whole process

Be creative with solutions to fulfil client requirements

Be proactive in ensuring all clients are well informed, comfortable and happy

Ensure all communication is accurately and timely agreed and that all communication is personalised to your potential client and is issued in-line with company guidelines

2 Utilise CRM system for pricing and planning events

Fully utilise 'Priava' for venue hire, event packages and diary updates for provisional/confirmed events

Work with Senior Event Design & Development to review bespoke food and beverage elements within the event packages and ensure events are priced correctly

Be proficient in all event planning on 'Priava' to ensure all departments are fully aware

3 Work as part of the Operational team as and when the business requires

Be flexible and able to adapt to change of duties which could include working operationally at an event, race-day or retail outlet within one of Heritage Portfolio venues

Have the knowledge to cover key Venue Manager tasks when required including receiving deliveries, assisting in set ups and events

4 As a core member of the Heritage Portfolio team, be an ambassador both internally and externally

Carry out all duties in-line with the Heritage Portfolio company values

Work in a positive and energetic manner to earn trust from clients and colleagues

5 Conduct day to day business in an appropriate manner and within the agreed contractual terms

Ensure all business undertaken will not jeopardise the contractual agreement with the venues

In all meetings/conversations/negotiations work to the best interests of Heritage Portfolio



4. Person Specification

1	A dynamic individual with a can-do attitude and a results driven approach
4	Someone who has an inbuilt attention to detail and efficiency, and who is also able to see the bigger picture
5	A real energy and enthusiasm to motivate a team in preparation for events
8	An ambitious, fun and positive individual who is an excellent communicator and immaculately presented but still wants to roll up their sleeves and get stuck in

5. Competencies

Brand Notoriety
Commercial Awareness
Innovation and Change
Learning and Development
Employee Engagement