



# WENTWORTH WOODHOUSE

• R O T H E R H A M •

## Role Profile | Events Delivery Manager

**Office Location** | Wentworth Woodhouse, Rotherham, South Yorkshire, S62 7TQ

**Hours of Work** | 37.5 Hours per week

**Responsible To** | Commercial Manager

### Role Purpose

The Event Delivery Manager will oversee the planning and delivery of all events at Wentworth Woodhouse, ensuring they are delivered on time, within budget, meeting with client and departmental expectations.

### About the role

As the Events Delivery Manager, you and your team will work closely with our cultural, hospitality and fundraising departments, in addition to external clients, to deliver events at Wentworth Woodhouse. You will be involved with all aspects of operational planning and delivery, in addition, you will work with film and television companies, securing and managing film location contracts at the site.

### Responsibilities include

- Work with our sales and marketing teams to attract and secure external event and film contracts
- Ensure all event and venue hire enquiries are handled swiftly and professionally and maximise sales opportunities at all times
- Deal with external client enquiries and show rounds in addition to internal departmental requests for events
- Manage the event request process and prepare programming proposals for the Senior Leadership Team
- Manage the client's and suppliers' understanding of heritage constraints in a Grade I listed historic site
- Communicate effectively with clients, stakeholders and colleagues
- Work with the Commercial Manager to prepare and negotiate event plans and contracts

- Manage all elements of event planning, set up, execution and post event take down, including attendance at SAG meetings when required for large scale events
- Develop and manage the budget for events and monitor spend, following internal processes
- Coordinate with vendors, suppliers, and other stakeholders
- Address and resolve any issues that arise during events
- Manage all aspects of leading a small team of staff and volunteers
- Review ways of working and seek to improve process
- Provide an annual events report and input into the annual budget and business plan
- To carry out the Duty Manager role as and when required.

### **About you**

- Strong organisational and project management skills
- Excellent communication and interpersonal skills
- Ability to work under pressure and meet deadlines
- Problem-solving and critical thinking skills
- Familiarity with event planning software and tools
- Experience in event budgeting and financial management
- Knowledge of event logistics and operations
- Leadership and team management skills
- Ability to build and maintain relationships with clients and stakeholders
- Wentworth Woodhouse is a 7-day a week operation and therefore the ability to work flexibly, including weekends and evenings, is essential
- Experience of leading teams of staff and volunteers preferably within the heritage, culture and arts sector.