



Role Profile | Events Delivery Officer

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

Hours of Work | 37.5 Hours per week

Responsible To | Events Delivery Manager

Role Purpose

The Events Delivery Officer will support the Events Delivery Manager on all aspects of 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 Officer, you 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, assisting with film location clients at the site.

Responsibilities include

- Support our sales and marketing teams to attract and secure external event and film contracts
- Respond to event and venue hire enquiries swiftly and professionally and maximise sales opportunities at all times
- Support with external client show rounds in addition to internal departmental requests for events
- Manage the client's and suppliers' understanding of heritage constraints in a Grade I listed historic site
- Communicate effectively with clients, stakeholders, and colleagues
- Support the Event Delivery Manager in preparing event plans and contracts
- Support all elements of event planning, set up, execution and post event take down, including attendance at SAG meetings when required for large scale events
- Work within 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
- Work as part of a small team of staff and volunteers
- Review ways of working and seek to improve process
- Provide support with the 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
- 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 within the heritage, culture, and arts sector is desirable