

Job Title: Senior Venue Event Manager

Summary

Grandstand Stoneleigh Events (GSE) has enjoyed seen events return as quick as ever post pandemic, and with 2024's calendar showing that life in the fast lane will continue, we're thrilled to be recruiting for an additional permanent Senior Venue Event Manager position.

GSE manage the exhibition, conference, and special event venue at the NAEC Stoneleigh, Warwickshire. The venue has over 14,000 square metres of indoor space, as well as substantial outdoor facilities, meaning no two events are the same and opportunities are a dozen.

As part of the senior management team the successful applicant will have proficiency in the operation of a busy Event Management department. Experienced in delivering large events you will work closely with Organisers, where meticulous planning and understanding of the event are required .

Key Objectives

- To lead the Venue Event Managers
- To ensure events are delivered within timeframes and in a safe basis
- To continuously review and consider how the delivery of events may be improved and the customer experience be enhanced.

Role Description;

- Provide technical information about the Venue, advice on layout plans and services.
- Ensure procedures and processes are followed to deliver the safe and efficient operation of events. This includes public safety & control, maintaining fire exits and keeping gangways clear of obstruction.
- To be responsible for ensuring that the Health & Safety requirements (including risk assessments) are completed prior to events. Promote compliance at all times with Health & Safety regulations and safe working practices in accordance with current legislation
- Demonstrate at all times an appreciation of potential impacts of any event on the local environment including tenants and residents.
- Liaise with contractors and internal departments on the delivery of events and their requirements
- Work effectively and efficiently to meet financial budgets/ targets for income and expenditure.
- Following up with the client post-event and building strong relationships with clients to ensure repeat business
- To produce and issue event documentation with clear instructions and comprehensive information
- To plan, deliver and debrief on your own portfolio of larger and more complex events
- Offer duty support to other Venue Event Managers, which may include antisocial hours
- Alongside other Senior Venue Event Manager staff, allocate events fairly across the team
- Support the Sales Department on initial enquiry and repeat business site visits
- Schedule to appropriate staffing requirements with suppliers for events

Additional Responsibilities To Include;

- Deputising for the Venue Operations Manager for relevant meetings, tasks, or responsibilities

Role Requirements;

- Minimum 5 years' experience within the event operations industry
- NEBOSH General Certificate qualification or equivalent is essential.
- Prior experience of leading and motivating a team
- Proven experience of producing event documentation and procedures
- Prior experience dealing with local authorities.

Salary: Between £30,000 - £35,000 per annum dependant on experience.