

Events Manager at Two Temple Place

Job Description

Two Temple Place is looking for a keen and effective Events Manager to support the commercial hire function of our stunning central London home.

The Building

Two Temple Place is a dazzling architectural gem in central London, built in 1895 for William Waldorf Astor, the world's richest man and part of a complex historic dynasty. Astor spared no expense in employing the greatest craftsmen of the day, and Two Temple Place is a joyful architectural fantasia made for an eccentric millionaire. We are owned by The Bulldog Trust, and as part of our activities as a registered charity, we run a growing programme of cultural and community events and projects.

To make this possible, we make our beautiful and utterly unique building available for exclusive commercial hire, from stunning seated dinners and glorious weddings to elegant receptions and filming, and this role will manage these events from initial enquiry to delivery.

The Role of Events Manager

We want to employ an enthusiastic and effective venue hire professional, working with individual, corporate and commercial clients to realise the very best private events in our ornate and evocative building. You'll work closely with our Head of Events as part of a small and friendly team, involved in the day to day workings of the house, including our growing cultural and community programmes, which your work will make possible.

You'll be responsible for the successful delivery of commercial events, executed with faultless customer service and flair. Working with the Director, you'll achieve ambitious income targets, and you'll ensure that events are impeccably realised to maintain our reputation for beautiful events and impeccable customer service.

You are a strong communicator who can promote our beautiful home, our charitable objectives programme, and our brand values to clients and suppliers. You have faultless organisational and time management skills, with the ability to work well under pressure and to deadlines. This role is self-administrating, using the usual Microsoft systems as well as our client management and financial reporting Salesforce software. You'll be sympathetic to our charitable aims, collaborating with colleagues around use of the building alongside our cultural events programme, annual exhibition, and free access for community groups and projects.

Two Temple Place welcomes applications from the widest possible range of people and is keen to encourage interest from candidates from communities that are currently under-represented in the industry. As a historic building, there is a short flight of stone steps leading up to the entrance, with wheelchair access gained via a stair climber.

Two Temple Place, Events Manager

Reporting to: Head of Events, Two Temple Place

Main responsibilities:

- Respond to enquiries and availability checks promptly and efficiently, liaising with clients from initial point of contact through site visit, negotiation, booking and contracting, to full event management and execution, final settlement and evaluation.
- Co-ordinate events operationally with all necessary freelance and production support, operating within rigorous H&S, including taking responsibility for opening and locking up, and for final house checks.
- Liaise with all approved events' suppliers, maintaining strong industry relationships and ensuring competitive and high quality service. Maintain good relationships with local and events' industry networks, and Council and statutory contacts.
- Co-ordinate all the department's administrative functions, including overseeing the house diary and entering events into Salesforce, managing contact lists, ensuring slick customer relationship management and contractual paperwork for clients and suppliers.
- Liaise with the Finance Director to produce invoices and chase payment as necessary, regularly reconcile all financial paperwork, cashflows and budgets, proactively reporting to the Director on targets and conversion rates.
- Provide support as required for the Director and other colleagues in the realisation of community, cultural and other non-commercial events, having working knowledge of the building, co-ordinating house diaries, and managing building use in the service of the organisation's growing philanthropic programme.
- Ensure that all H&S documentation and risk assessments are up to date and fully compliant, staying abreast of and advising on industry developments as appropriate.
- Promote and publicise the Two Temple Place events' offer to identify new income streams and maximise commercial revenue, and advise the Director on marketing opportunities and industry trends. Maintain a strong online presence for our events' offer, agreeing promotional campaigns with the Director, and co-ordinating social media outputs.
- Undertake any other required activities in support of and for the wider good of the Trust's activities.

The post-holder will be expected to be creative and responsive to the changing needs of the job, as well as to work flexible hours based dependent on events' bookings and the needs of the building.

Person Specification:

The ideal candidate will have:

- At least three years of events' management experience with a real and proven flair for and experience of co-ordinating unique events, able to work sympathetically with clients, suppliers, colleagues, production teams and freelance support staff
- An enthusiasm for people, with excellent communication and negotiation skills
- A proven track record in achieving ambitious financial targets, with the tenacity to pursue leads, explore opportunities and negotiate complex bookings

- A demonstrable interest in high end venue promotion and understanding of social media
- An interest in the charitable objectives of Two Temple Place

This role is offered as a full-time position on a basic salary of £28,000 - £31,000 per annum depending on experience. This is a permanent full-time contract, with a probationary period of three months. Holiday entitlement is 20 days, excluding Bank Holidays. We operate a contributory Pension Scheme. The role is based at Two Temple Place, London WC2R 3BD. Two Temple Place is owned by The Bulldog Trust, registered charity no. 1123081.

Please apply by a covering letter of no more than two sides of A4 and CV including two references, and our Equal Opportunities form by 10am on Friday 21st October, to community@twotempleplace.org (References will not be taken without prior permission.) First interviews will be held on Monday 31st October at Two Temple Place.

EQUAL OPPORTUNITIES MONITORING

Two Temple Place is committed to being an equal opportunities employer and recognises the benefits of a diverse workforce. We welcome applications from all sections of the community. By completing this form, you will help us monitor the effectiveness of our reach and allow for the collation and reporting of sensitive data to effect change where it is needed. (We would much prefer you answer 'prefer not to say' in all categories than not complete the form at all). The data from this form will be kept confidential and separate.

ETHNIC BACKGROUND: I would identify my ethnic origin as:

Prefer Not to Say			
WHITE			
British		Gypsy or Irish Traveller	
Irish		Any other mixed white background	
BLACK / BLACK BRITISH			
African		Caribbean	British
Irish		Any other Black background	
ASIAN / BRITISH ASIAN			
Indian		Bangladeshi	Any other Asian background
Pakistani		Chinese	
MIXED			
White & Black Caribbean		White & Black African	White & Asian
Any other mixed background			
OTHER			
Arab		Jewish	Any other ethnic group

AGE - Please enter your date of birth:

DISABILITY - Do you consider yourself to have a disability?

Visual Impairment/Blind		Mental Health	Not disabled
Hearing Impairment/Deaf		Invisible Disabilities	Prefer Not To Say
Physical Impairment		Cognitive or Learning Disabilities	Other
Other – please describe here			

GENDER

Male		Trans		Prefer not to say
Female		Non Binary		Other – please describe below:
Please check this box if your gender is different from the sex you were assumed to have at birth				

PLEASE INDICATE WHICH SOCIO-ECONOMIC GROUP YOU CONSIDER YOU BELONG TO AT THIS STAGE IN YOUR LIFE?

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HOW DO YOU IDENTIFY IN TERMS OF SEXUALITY?

Prefer Not To Say		Gay man		Lesbian / gay woman
Heterosexual / straight		Bisexual		Other
I would describe it as:				

HOW DID YOU HEAR ABOUT THIS POST?

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