



HOUSE FOR AN
ART LOVER

Description – Sales & Events Manager

An exciting opportunity has arisen at House for an Art Lover for a Sales and Events Manager.

You will be responsible for the running of the Conference, Wedding & Events Sales Department, and overseeing the team to ensure the accurate administration of all events, including weddings, within House for an Art Lover.

The role includes dealing with all marketing, advertising, social media, literature and maintenance of the web site. Additionally conducting show rounds of the venue, liaising with clients and creating/ overseeing all relevant paperwork for bookings to ensure accuracy, and venue requirements are met. Maintaining strong relationships with existing clients and attending networking events to build new relationships is also a large part of the role.

Responsible for general venue administration and office management, liaising with and working alongside other departments to ensure smooth running of the business needs. You will be required to train and develop your team. You will work alongside the Operations Manager to ensure efficient day to day operation of the business in the absence of the Chief Executive.

The ideal candidate will have previous experience in a similar role, preferably with a working knowledge of a hospitality operating system. Must have strong communication skills, attention to detail, be PC Literate and have experience of using Microsoft office packages.

40 hours per week office hours, to include occasional weekend work.

Salary negotiable depending on experience

** Please submit with CV and salary expectations **

** Please note only successful applicants will be contacted for Interview **

Applications FAO Garry Sanderson to sales@houseforanartlover.co.uk