



STUBTON HALL

WEDDINGS & EVENTS COORDINATOR/MANAGER

We are recruiting for an outgoing and enthusiastic Wedding & Events Coordinator to join our team at Stubton Hall, a prestigious country house with 25 bedrooms on the Nottinghamshire/Lincolnshire border near Newark.

Stubton Hall is a market leader in bespoke events and can host weddings of up to 200 dining guests or more than 200 guests for corporate events, product launches and private parties. Our clients have high expectations of attention to detail and attentive customer service.

Stubton Hall is privately-owned. The owner takes great pride in working alongside her closely-knit team of dedicated employees.

RESPONSIBILITIES AND DUTIES

To care for every aspect of planning and implementing an event, while taking full responsibility for its successful execution.

The Coordinator will be expected:

- To have previous experience in events, hospitality or customer service
- To have excellent verbal and written communication skills with clients and co-workers
- To value a high level of customer service and to enjoy serving guests
- To be proficient in sales and marketing
- To be sympathetic to the client's needs, even if that means going beyond regular duties
- To work closely with colleagues and suppliers, to take instruction from superiors, to share work amicably with equals and to effectively manage other team members
- To work most weekends and some evenings

DAILY TASKS TO INCLUDE

- Conducting informed tours of the Hall for potential clients
- Explaining pricing to the client, writing contracts and ensuring payment schedules are met
- Planning and executing every aspect of an event, from budget, schedule, menus, wines & beverages and venue styling
- Shepherding the client through the organisation and implementation of the event
- Organising open days, wedding fairs and promotional events

Job Type: Full-time, to be reviewed in November 2018

Salary: Competitive rate dependant on experience

Hours: 40 hours per week (Weekly hours will vary, with longer hours in peak months and fewer hours in off-peak months).

To apply please email CV and accompanying letter to employment@stubtonhall.co.uk or post to Stubton Hall, Stubton, Newark NG23 5DD. APPLICATIONS MUST BE RECEIVED BY 26 FEBRUARY 2018