

<b>Job Title:</b>	<b>Events Coordinator</b>	<b>Department:</b>	<b>Events and Marketing</b>
<b>Reporting to:</b>	<b>Events and Marketing Manager</b>	<b>Pay:</b>	<b>£20,000</b>
<b>Contract type:</b>	<b>Full Time; 35 hours per week</b>	<b>Location:</b>	<b>Exeter Cathedral</b>

## Job Description

### Overview of the Role:

The purpose of this role is to support the Events and Marketing Manager in administration, co-ordination and sales for events which take place in the Cathedral and its precincts, including the Exeter Cathedral Christmas Market.

### Key areas of work will be to:

- provide administrative support including: answering emails and telephone calls, scheduling appointments and site meetings, filing.
- updating and overseeing the Cathedral diary system, Artifax.
- carrying out post-concert/event follow up activities including PRS returns and invoicing.
- creating and issuing hire agreements and contracts.
- providing excellent customer service at all times to internal and external stakeholders.
- undertaking site meetings.
- following up on all sales enquiries promptly.
- assist with pre-concert set-up; seat labelling, liaison with Custos, ticket sales, Health & Safety checks.
- updating and assisting with marketing tasks as required including: website updates; writing publicity content for events.
- in the absence of the Events and Marketing Manager act as 'Event Manager' for daytime and evening events.
- ticket sales for internal events in absence of admissions desk staff.
- carrying out any other task as requested by the Events and Marketing Manager

**Background Information:**

The Events and Marketing department is one of the main revenue generating departments, currently staffed by two full time employees and two part time employees. Exeter Cathedral is a centre of events excellence for concerts, venue hire, exhibitions and outdoor events with over 50 events per year. Exeter Cathedral Christmas Market is one of the most popular events within Devon over the Christmas period with visitors in excess of 600,000 visitors. This is an exciting opportunity to be part of a thriving and diverse department within one of England's finest Cathedral's.

**Key Challenges:**

- The job involves working within a very busy department.
- Working with a mix of volunteers and staff.
- Some anti-social working hours
- Several projects will be running concurrently.
- The need to work to very tight deadlines.

**Working Pattern:**

This role is full time 35 hours per week and will need flexibility to meet work demands including late nights and weekends. The standard working pattern will be 7 hours a day Monday-Friday. Core hours are 9am – 5pm / 10am – 6pm

**Candidate Profile:**

- Experience in a busy administrative role (E)
- Outstanding organisational skills with an eye for detail (E)
- Excellent communication skills, written, in person and over the phone (E)
- Strong MS word, Excel, Publisher and PowerPoint skills (E)
- Ability to manage several tasks simultaneously (E)
- Excellent customer service and proven ability to manage external stakeholders (E)
- Willing to work unsociable hours including late nights and weekends (E)
- Previous knowledge/experience of event planning and management procedures (D)
- Experience of website input (D)
- Experience of working within a Cathedral or large church/heritage environment (D)
- Experience using Artifax, the Cathedral diary system (D)

**Benefits:**

- The Cathedral will match up to 5% of your contribution to your pension plan (provided it is HMRC approved).
- The Cathedral offers a Childcare Voucher Scheme.
- Holiday entitlement – 30 days including Public Holidays per annum
- 10% discount in our Shop and Café

<b>Job holder name:</b>	
<b>Signature:</b>	<b>Date:</b>

### **Application Procedure**

Applicants should apply with a CV and a supporting statement as to why they are interested and suitably experienced for the position. Please email together with a covering letter to [vacancies@exeter-cathedral.org.uk](mailto:vacancies@exeter-cathedral.org.uk)

If you would like further information about this role please call Cressida Peers, Events and Marketing Manager on 01392 255573.

The closing date for receipt of applications is 5pm on Friday 27<sup>th</sup> September, 2019.

Interviews will be held on the morning of 4<sup>th</sup> October 2019. If you have not have heard from us by the 1st October then you have not been shortlisted. If you already know that you cannot make this date, please provide alternative dates with your application, stating when you would be available for interview.