



Role Profile

Title:

Events and Programming Manager

Hours of work:

37.5 hrs/week

Office location:

Wentworth Woodhouse, Wentworth,
Rotherham, South Yorkshire

Responsible to:

CEO

Salary:

£32,500pa

Events and Programming Manager role purpose:

Wentworth Woodhouse is arguably the most challenging and exciting heritage restoration project of our generation. The cultural offer at Wentworth Woodhouse is developing at pace and now is an exciting time to play a significant part in that growth. Events at Wentworth Woodhouse are key to our success. As we expand our visitor offer we are seeking an energetic, creative and effective Events and Programming Manager.

Working as part of a wider operational team, the post holder will plan and deliver a programme of existing events whilst conceptualising new events for our annual programme, operating within the house and its grounds.

Work closely with our cultural partners and other funded projects representing Wentworth Woodhouse inputting to the creative process and leading on operational planning

Though currently small, our plans are to expand the events team as part of our wider cultural development. Working alongside creative producers, you will oversee the delivery of a range of events including core programming, funded projects, private hire and fundraising events.

The post holder will have a flair for creativity and be well-networked in the cultural events sector. Experience of working with ACE funded projects is essential. This will be teamed with excellent organisational skills, a proven track record in event delivery, and the ability to negotiate with suppliers and keep events to budget. The ability to deal with a varied and busy workload is essential, as is the ability to analyse issues and propose creative solutions. Candidates will ideally have experience of leading teams of staff and volunteers preferably within the heritage, culture and arts sector.



Events and Programming Manager role duties:

- Work with the Senior Leadership team to produce an annual business plan, and outline KPIs for the year.
- To conceptualise, plan and oversee the delivery of new creative events woven into the existing programme, to ensure a reputation for high quality innovative events.
- Oversee the delivery of quarterly 'My Wentworth' members events.
- Lead a small but effective team, including our volunteers, taking responsibility for the line management, including the PDA process, welfare of your team and cascading information.
- Meet and exceed ambitious budgets and work to strict KPIs
- Be responsible for sourcing, contracting and supporting the delivery of third-party events.
- Work closely with the Volunteer Manager to add to and develop a vibrant team of event volunteers, specifically focusing on project engagement.
- Take overall responsibility for the finalisation of all contracts, including those for weddings and third party events.
- Ensure adequate risk management and due diligence is undertaken, and that processes are adhered to or developed where necessary
- Lead from the front with the operational delivery of events as required.
- To oversee the generation of private hire bookings, corporate events and weddings.
- To ensure all venue hire enquiries are handled swiftly and professionally and maximise sales opportunities at all times.
- To manage the competing needs of booking space versus retaining public access to the site in opening hours, discussing with other HODs and Senior Leadership and agreeing any cases of early closure and potential inconvenience.
- To manage the client's and suppliers' understanding of heritage constraints in a Grade I listed historic site.
- Liaise with the Marketing Manager to plan for the marketing of events on web, print and social media.
- Liaise with all other teams in regard to all operational and programming matters
- Manage stakeholder relations, especially our valued local residents.
- Provide an Annual Events Report.
- Evaluate events and strive for continuous improvement.
- Undertake training and act as a Duty Manager.
- Any other duties as reasonably requested by line manager or Senior Leadership team.

Person Specification

Please see the criteria expected of the role below. For your application, please note these and explain how you meet and exceed them.

Factor	Criteria	Essential or Desirable
RELEVANT EXPERIENCE	<p>A minimum of 3 -5 years' experience managing events, preferably within a cultural context.</p> <p>Demonstrable excellence in customer care</p> <p>Experience of communicating with a wide range of stakeholders, preferably including fundraisers, Trustees, performers/artists and sponsors.</p> <p>Working towards KPIs and targets</p> <p>Experience of working within the third sector and with ACE funded programmes.</p> <p>Experience of cash handling and reconciliation</p> <p>Experience of Duty Management</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
QUALIFICATIONS	<p>Educated to degree level, in a related subject, or significant relevant experience</p> <p>Health and Safety</p> <p>First Aid</p> <p>Fire Marshal</p>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
JOB RELATED SKILLS	<p>First-class planning, project management and communication skills</p> <p>Ability to work as part of a team</p> <p>Strong IT literacy - as a minimum: Word, Excel, Outlook</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>
PERSONAL ATTRIBUTES	<p>Exceptional attention to detail.</p> <p>Independent and highly organised in managing a complex workload and meeting numerous deadlines.</p> <p>Polite assertiveness to ensure that all contractors, suppliers, clients etc comply with guidelines</p> <p>Have a smart appearance and confidence when working with the public</p> <p>Ability to work well under pressure, and remain calm in a busy environment</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

	A flexible and positive approach	Essential
	Excellent interpersonal skills, adept at building relationships with a wide range of people.	Essential
	Diplomacy	Essential
WORK CIRCUMSTANCE	Able to work flexible hours, including evenings, weekends and Bank Holidays.	Essential
	Awareness of the implications of social media in a workplace	Essential

Name:.....

Name (Manager):.....

Signed:.....

Signed:.....

Commence: