



GLENARM CASTLE

JOB DESCRIPTION

Ref: AEC.01.F/AEP/2018

Post: Activities and Events Planner

Job Title:	Activities and Events Planner
Reports To:	Estate Manager, Events & Marketing Manager & Office Manager
Time Period:	Permanent Full Time
Salary:	£18,000

Job Outline:

To help plan, develop, organize and implement an on-going program of activities and events, including weddings and corporate hospitality.

The post holder will work directly with the Events, Operations & Administrative Team at Glenarm Castle.

Key Responsibilities

- Provide support to weddings and events.
- Promote wedding and meet with prospective wedding clients for viewings and to discuss their requirements.
- Help coordinate events with attention to financial and time constraints.
- Provide administrative support to our visitor attraction to include taking enquiries / bookings and coordination of group visits.
- Research quality vendors for events (food, drink, arts, crafts etc.) and choose the best combination of quality and value.
- Negotiate with vendors to achieve the most favourable terms.
- Provide support in the promotion and marketing of the Glenarm Castle brand.
- Assist in sourcing seasonal personnel with relevant experience.
- Help deliver weddings and events (preparing venue, box office management and administration etc.)
- Carry out final checks in advance or on the day of weddings and events to ensure everything meets standards.
- Provide support on event days and act quickly to resolve problems.

- Provide support to managers across all other elements of the business. Liaise with Lord and Lady Dunluce regarding access availability and management of estate schedule.

What we offer you

- A chance to be part of the team at one of Ireland's oldest estates and key visitor attractions.
- A rewarding work environment with a creative and passionate team.
- A dynamic work environment where no day is ever the same.

Candidate Requirements

Criteria	Essential	Desirable
Qualifications / Attainments	<ul style="list-style-type: none"> • <i>Maths and English GCSE – Grade C or above</i> 	Degree in an event/tourism related field Art & Design or Media Related Qualification
Relevant Knowledge and Experience	<ul style="list-style-type: none"> • <i>At least 3 years' experience and proven track record of organising successful events, working in a cultural related activity or travel & tourism.</i> • <i>Experience in wedding coordination and corporate hospitality.</i> • <i>Experience in advertising & marketing.</i> • <i>Knowledge of basic office administration.</i> • <i>Knowledge of appropriate business telephone and email etiquette.</i> • <i>Proven ability to manage key relationships.</i> 	
Skills and Competencies	<ul style="list-style-type: none"> • <i>Excellent interpersonal skills.</i> • <i>Strong communication skills, both verbal and written, including effective influencing skills.</i> • <i>Proficient in the use of word processing, spreadsheet, database and presentation software, e-mail and the internet.</i> • <i>Evidence of strong planning, organisational and time management skills.</i> • <i>Proven ability to analyse and problem solve.</i> • <i>Demonstrated ability to achieve results while working on own initiative.</i> 	Experience of using graphic design software Experience of using media software (video editing etc.)
Circumstances	<ul style="list-style-type: none"> • <i>Able to work flexible hours to ensure business needs are met</i> 	