



Job title	Corporate Events Manager
Reporting to	Senior Events Manager
Responsible for	Event Assistants
Department	Corporate Events
Contract	6 month FTC

Silverstone is home to the British Grand Prix and is an iconic and globally recognised brand with a glorious heritage. Ambitious plans have been agreed for an evolutionary transformation for the venue with numerous other revenue streams coming online – including a purpose-built hotel, event track hire and commercial growth outside of motor sport.

Role Purpose

To ensure the effective and efficient management of all on-site corporate events are in accordance with the client's brief, company policies and procedures, and within agreed budget and profit margins. To assist the Events Team Leader in procedures and site wide policies ensuring they are kept up to date with current practice and standards.

You will help grow the events through introducing new ideas and concepts and ensuring that they are represented at the right events with the right target audience.

Key Responsibilities

1. Validate sales contracts received from other departments against set procedures.
2. Acting as the central liaison point for the client, managing the customer accounts and ensuring that the customer and the company remain within the brief and on budget whilst continually developing relationships.
3. Operational responsibility for organising and documenting correctly all aspects of specific large & small scale corporate event projects from initial handover, contract negotiation and

agreement, budget management, site planning, security and stewarding, traffic management, Catering, entertainment and AV, cleaning, temporary facilities, emergency and contingency planning to post event evaluation and final account reconciliation.

4. Responsible for the de rig of the event and ensure that the site and venue are returned back to the venue in the same state it was handed over and complies with company standards.
5. To liaise and assist with internal and external suppliers depending on event and clients requirements and be the main point of contact, controlling budget spent with suppliers and ensuring the correct documentation is filed and signed off.
6. To assist in identifying and creating new commercial opportunities to broaden and build the business and maximise opportunities. Creatively look at ways of enhancing the events from both the customers and business perspective to improve revenues, customer experiences and reduce costs.
7. Accurately recording and communicating event information to all stakeholders internally and externally, and to work in partnership with the sales and marketing departments to ensure where possible events are marketed to engage a wider audience.
8. Liaise and negotiate with suppliers/contractors, to ensure products and services are delivered on budget and to the best possible service standard safely.
9. Reporting of all event financials to the corporate events team leader monthly. Conduct post event reconciliation, review and all feedback is acted upon to affect positive change with agreed action plans
10. Responsible for collating relevant Health and Safety information (Risk Assessments, Method statements etc.) where appropriate.
11. To work as part of the team to develop others and to support workloads to ensure the commercial and operational success of the events.

Key Relationships

Head of Events, Corporate Sales Team, Experience Team, Engineering Workshop Manager, Activities and Events Administrators, Wing Facilities Supervisor, Finance dept., IT Department, Venue Team external suppliers

Knowledge, Skills & Qualifications

- Minimum of 3 years' experience working in the events industry
- Experience within large scale corporate and venue based
- Automotive Event experience desirable but not essential
- First class 'host' skills and able to deliver complex events within tight deadlines

- Commercially and operationally minded with a hands on approach
- Ability to take ownership and problem solve, is proactive and self-motivated
- Works well as a team player and uses own initiative
- Passionate about customer care
- Proven leadership ability in managing and developing teams
- Excellent eye for detail, with strong organisational, time management & interpersonal skills
- Flexible approach in working hours – including weekends.
- Advanced computer literacy in Microsoft products
- Full clean UK driving licence

Competencies

Customer Focus	Willing to go the extra mile to delight the customer
Managing & Leading	Motivates and empowers others to reach business goals
Communication	Is clear and articulate in oral and written communication
Team Working	Recognises and rewards contribution of others
Thinking	Demonstrates conviction in finding innovative approaches to solutions
Drive for Results	Accepts and meets stretching targets