



Job Description

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| Job Title | Event Assistant |
| Reporting To | Event Manager |
| Department | Public Events |
| Closing date for application | 26 th June 2019 |

Silverstone Circuits Ltd Overview

Silverstone Circuits Ltd is a unique venue that is going from strength to strength.

As the home of British Motor Racing we are renowned for our motorsport events and ancillary products that complement the motorsport offering. In addition to this, Silverstone Circuits Ltd are continuing to develop with the building of an on-site hotel and are working closely with The Silverstone Experience which will be opening in 2019.

The Public Events Team are responsible for delivering a diverse range of events that fit within the current focus as the Home of British Motor Racing. Events include both international and national motorsport events such as the Formula One British Grand Prix, MotoGP, British Touring Cars, British Superbikes Championship and many more. Successful delivery of live concerts and sporting events has also paved the way for more events to be introduced.

Overall Job Purpose

We are seeking an enthusiastic, organised and motivated individual that adopts a hands on approach to join us at Silverstone.

The Events Assistant will be required to provide professional and efficient operational and administrative support by assisting in the planning and delivery of a range of motorsport and non-motorsport indoor and outdoor events. Working with organisers, internal departments and contractors to ensure expectations are exceeded and the events are delivered successfully.

Key Responsibilities

1. Alongside the team, manage the entertainment services delivery pre, during and post event. This is inclusive of trade, car clubs, bike clubs and entertainment providers.
2. Work with the Event Managers and Coordinators to anticipate Organiser needs and deliver recommended actions whilst working within budget parameters.
3. Assist Event Managers and team in professionally organising all aspects of events from initial enquiry, contract negotiation and agreement, budget management, site planning, security and stewarding, traffic management, temporary facilities, emergency and contingency planning to post event evaluation.
4. Liaise directly with Organisers, Suppliers & Contractors to negotiate and order products and services in a timely and professional manner whilst ensuring purchase orders are raised in accordance with financial procedures and the best possible service standard is obtained.

Silverstone Circuits Ltd

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Company No. 882843 VAT No. GB 170160935 Registered in England and Wales

5. Support the Events team with the delivery of events onsite inclusive of all event checks.
6. Provide administration support and complete ad hoc tasks and duties to the department as required.
7. Raise PO's, invoices, update event briefing documents and take meeting minutes as required by the department.
8. Complete and update accurately all reports for the department to agreed timescales.
9. Ensure contractors only work on site when they have completed the appropriate documentation and are aware of the correct area(s) to work.
10. Collate relevant Health and Safety information (Risk Assessments, Method statements etc.) where appropriate
11. Learn and utilise Wrike for all tasks, the project management system being utilised within the Events Team.

Key Relationships

- Events, Venue, Sales, Finance and Marketing Departments, Organisers, Public Visitors, Suppliers and Contractors.

Knowledge, Skills and Qualifications

- Events degree or equivalent experience in a related role
- Operationally minded with a hands on approach
- Outstanding communication and customer service skills
- Ambitious with a desire to develop a career in events
- Highly organised and is able to prioritise and work to tight deadlines
- Works well as a team player and uses own initiative
- Advanced MS skills with strong attention to detail
- Flexible approach to work which includes weekends and evenings
- Full clean driving license
- An interest or experience within the motorsport or sporting events industry is desirable

Personal qualities

- Enthusiastic
- Organised
- Motivated
- Clear and confident communicator
- Great team player
- Self-starter
- Hands on approach
- Positive mind-set and resilient
- Creative

Highly Desirable

- Educated to degree level in event management or equivalent event experience

Additional Information

- Evening and weekend work will be required
- Be willing to take on additional tasks & projects above and beyond the job description
- This role is subject to a DBS (formally CRB) check
- We are looking for someone to start as soon as possible