



## **Job Description**

<b>Job Title</b>	Event Development Manager
<b>Reporting To</b>	Head of Public Events
<b>Department</b>	Public Events

We have an exciting opportunity for an experienced, commercially & operationally minded Event Development Manager to join our Public Events team. The Public Events team at Silverstone deliver a diverse range of events, such as the Formula One British Grand Prix, MotoGP, British Touring Cars, British Superbikes Championship and live concerts. This specific role is to bring & develop new events to the public portfolio

### **Job Purpose**

- Work with the Head of department to identify and capitalise on opportunities which will increase the public event portfolio
- Research new opportunities and create proposals to increase visitor numbers, maximise income streams
- Be able to create working dynamic proposals and presentations to present new ideas to the Executive team
- Drive innovation, creatively look at ways of enhancing the events from both the customers and business perspective to improve revenues and reduce costs.
- Work closely with internal teams to ensure new event delivery & success

As part of the role, the successful candidate will also be providing support to the Public Events team on delivering the existing motorsport calendar.

- Creating event briefs, profit and loss accounts and event plans to encompass all revenue streams across the business.
- Planning and delivering all operational aspects including; stewarding, security & cleaning schedules, operational plans, traffic management plans, event/venue layouts.
- Logistically project plan the event to include the load in and out from the venue.
- Deliver the events to a high level of security and safety.



### **Key Responsibilities**

Duties of the Event Development Manager role include, but are not limited to:

- Act as the lead contact for new events/projects liaising with all stakeholders at event planning meetings to provide clear, decisive direction to ensure the brief is met and the event/project is delivered efficiently and within budget restraints.
- Oversee project and deadlines for planning and delivering the event infrastructure on a semi Greenfield site, including booking of all temporary facilities and infrastructure.
- Create and be accountable for event budgets, profit and loss accounts, working budgets and reconciliations.
- Liaise with statutory authorities and responsible bodies to ensure that the event/project complies with current licensing, health and safety, emergency planning and any other legislative controls applicable to the event industry and stadia management.
- To manage and lead a team of full time and seasonal staff in conjunction with other Event Managers.
- Work with the marketing and sales teams to create, design and deliver marketing and PR plans to support the brief.
- Liaise and negotiate with suppliers and contractors to get a high quality, cost effective services.
- Upholding site presentation and customer service standards by liaising with internal departments to facilitate improvements.

### **Knowledge, Skills & Qualifications**

The ideal candidate will possess the following experience and characteristics:

- A minimum of 3 years event management operational experience. Ideally, you will have come from a multi-disciplined venue and have experience running outdoor events.
- Strategic thinker and planner with the ability to bring together a variety of elements and projects.
- Confident managing projects and negotiating with suppliers.
- Proven in-depth understanding of organising major events including management, planning, scheduling and budget control skills.
- Excellent organisational skills allowing effective management of tasks.
- Disciplined, self-motivated and a high level of integrity who works well within a team environment.
- Strong interpersonal skills and relationship management experience.
- Proven understanding of individual responsibility in complying with Health & Safety best practise and risk assessments.
- Advanced skills in Microsoft Office, working knowledge of CAD and Project Management software.

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**Personal qualities**

Clear and confident communicator.  
Great team player.  
Self-starter.  
Positive mind-set and resilient.

**Desirable**

Educated to degree level in event management.  
Experience in large scale public attended events at a venue.

**Additional Information:**

Will be required to work, evenings & weekends  
Be willing to take on additional tasks & projects  
This role is subject to a DBS (formally CRB) check