

EVENTS SALES ASSISTANT

We are looking for an Event Sales Assistant to support the Event Sales team with delivering the venues' corporate sales strategy through building commercial and corporate relationships with existing and new clients.

They will work with the Head of Event Sales & Event Sales Manager on increasing income generation and developing new business opportunities to maximise Village Underground and EarthH's commercial possibilities, which are critical to financially supporting our artistic programmes.

ROLES AND RESPONSIBILITIES

- Be first point of contact for client enquiries related to the use of the venue, including promoting the venue and advising how its varied spaces can be utilised to best fit their requirements.
- Oversee the full sales cycle from enquiry, event details and contracts for all types of corporate events e.g. Conferences, Product launches, Filming, Receptions, Christmas Parties etc.
- Continually build and validate a database of contacts via proactive and reactive sales.
- Update the CRM system daily with new enquiries and bookings
- Arrange and attend site visits with both clients and suppliers.
- Participate in the organisation of in-house promotional events.
- Attend stands and exhibitions when requested.
- Assist the Head of Event Sales in developing initiatives to promote VU & EarthH.
- Support and assist the Head of Event Sales with reporting to help forecast and set targets.
- Update website and other marketing collaterals with correct information and imagery when needed.

PERSON SPECIFICATIONS

- 1-2 years of experience in a similar role in the event sector
- Eagerness to develop in this sector and similar roles
- Some experience of selling, negotiating and upselling of services
- Some experience of a venue diary management
- Excellent organisational and administrative skills
- Excited about the possibilities of an independent arts organisation and the vital role that the commercial team plays in funding the artistic programmes
- Great interpersonal and communication skills
- IT Literacy – Google Suite, MS Office, inc Excel, Word etc
- Ability to work some evenings and weekends where necessary

IMPORTANT INFORMATION

About Village Underground & EarthH

Village Underground is a multidisciplinary venue presenting live concerts and electronic music events alongside theatre, performing arts and visual arts. Each year, VU has an attendance of over 150,000 people, stages more than 500 performances and works with more than 1500 artists.

EarthH opened its doors in September 2018 and has since hosted 500+ events and welcomed more than 100,000 audience members. EarthH looks to become a leading light in the city for audiences of all ages and walks of life to meet, listen, watch, dance and enjoy all that artistic endeavour and creativity has to offer.

Both venues play host to commercial events, the revenue of which is put back into the artistic and education programmes.

villageunderground.co.uk

earthhackney.co.uk

Contract & Salary

Full time (42.5 hours/week)

Salary: Up to £25,000 (depending on experience)

Start date: ASAP

Candidates who currently have a valid work permit allowing them to work in the UK for the duration of this contract are welcome to apply. Unfortunately, we are unable to consider applications for this role which would require us to obtain a certificate of sponsorship or permit to work in the UK.

To apply

Please email jobs@villageunderground.co.uk with your CV and a cover letter explaining why you wish to apply for this position, describing how your experience relates to the position, and explaining and giving examples as to how you meet the required skills and abilities. **Subject line: Event Sales Executive.**

Please fill in our Equal Opportunities Monitoring Form which can be found [here](#).

Key dates

Deadline: 5PM on 11 November

First interviews: 19 and 22 November

Second interviews: 29 and 30 November

Contact

If you have any questions about the role, its specifications or your suitability for the position, please contact Amelie Snyers (amelie@villageunderground.co.uk).