



## Job Description Events Co-ordinator

**Company:** Blackpool Entertainment Company Limited

**Department:** Sales

**Location:** Winter Gardens Blackpool

**Reports to:** Sales Manager

**Working hours:** 20 per week (to include evenings and weekends as required)

### Role Description

Implement high standards of operation and customer service to ensure maximum profitability and efficiency from all events within the Winter Gardens.

### Responsibilities

- Promote effective communication with clients, external contractors and colleagues to ensure the effective scheduling and running of events.
- Liaise with hirers and advise on availability
- Manage the on line diary ensuring it is up to date
- Conduct client visits around the business
- Prepare and issue client contracts
- Prepare and distribute event schedules
- Issue monthly colour charts via e mail
- Attend meetings to discuss client requirements
- Check rooms prior to events to ensure they meet the clients requirements
- Monitor and review efficiency of events, making recommendations to improve performance where necessary
- Maximise profitability of the department
- Record all items that are charged to an account and forward the information to the finance department
- Organise parking restrictions when necessary
- Maintain all event files
- Compliance of all regulations and legislation including:
  - GDPR
  - Fire Regulations
  - Health and Safety
  - RIDDOR
  - Customer care

### Review arrangements:

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. This information may be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

### Equal Opportunities:

We do our utmost to ensure that there is no unjustified discrimination in the recruitment, retention, training and development of staff on the basis of their age, sexuality, religion or belief, race, gender or disabilities.