



OLD SPITALFIELDS MARKET

Fun. Food. Fashion.

Operated by Wellington Market Centres PLC

Events Manager

Person Specification

General	The post requires a blend of qualifications, experience, skills and abilities. These include a commitment to, and interest in, developing high quality public and private commercial events and experience of: organising and running events; sales and marketing experience; communications experience, a understanding of the event industry and a track record of creatively programming event activity	
	Essential	Desirable
Qualifications	Educated to degree level or equivalent. Basic IT skills inclusive of word excel and power point.	Event Management/events organisation qualifications. Personal Licence Holder Training.
Experience	Hands-on experience of managing, promoting and running successful public and private events. Knowledge and experience of selling commercial events space to the events industry. Good working knowledge of operation procedures for events. Positive experience of working in partnerships and networks to deliver events, projects and campaigns.	Experience of running events focused around Fashion and Food. Experience of creatively developing new event concepts. Experience of managing project budgets.
Skills and Abilities	Events management and marketing skills. Proven ability in selling commercial events space. Proven ability to take initiative and work collaboratively on a small team to deliver high quality events. Strong verbal and written communication skills. Proven interpersonal, networking and partnership working skills.	Ability to develop events that attract footfall. Able to demonstrate previous creativity in event programming.
Personal Attributes	Commitment to, and interest in, developing high quality public and private commercial events. Positive and enthusiastic approach to working with other organisations and individuals. Hard working team player, able to multi-task effectively.	