



OLD SPITALFIELDS MARKET

*Fun. Food. Fashion.*

Operated by Wellington Market Centres PLC

## Events Manager

### Job Description

Post Title:	Events Manager
Contract Period:	September – December 2010 (with possibility of extension)
Salary Range	£25,000 - £32,000
Location of Post:	Old Spitalfields Market, London. 5 minutes from Liverpool Street Station
Management:	The Events Manager will report to the Commercial Operations Manager. The Events Manager will have no line- management responsibilities but will supervise the day-to-day involvement of the Market Operatives and Team Assistant in event activity.
Job Summary:	The Events Manager will implement, deliver and develop the Old Spitalfields Market Event Programme. In addition to market events, this will include managing the launch of the Old Spitalfields Market commercial events space to the events industry. The Events Manager will manage the process of hiring the commercial events space and play a leading role in the final delivery and day to day operation of the Flavours Food Court
Key Responsibilities:	<ul style="list-style-type: none"> <li>• Day to day event management for all event activity at OSM</li> <li>• Lead on the creative development of future OSM events and the subsequent consumer focused marketing strategy</li> <li>• Work as part of the team responsible for developing PR plans for each event</li> <li>• Respond to and follow up tenants, resident and landlord enquiries re events and coordinate their involvement where as required</li> <li>• Develop a sales and promotion strategy to formally launch OSM's event space, to the events industry for commercial hire.</li> <li>• Day to day management of the commercial event hire process. This will include identifying key marketing tools and administering the enquiry and booking process</li> <li>• Act as Account Manager to all commercial clients booking related to Events</li> <li>• With the Commercial Operations Manager, complete the process of recruiting the Flavours Food Court Partners</li> <li>• Day to day operational management of the Flavours Food Court</li> <li>• Develop and maintain good working relationships OSM tenants, retail agents and the landlord</li> <li>• Maintain good working relationships with project partners, suppliers and contractors</li> <li>• Ensure Health and Safety documentation is in place for all events</li> <li>• Act with a positive attitude and in the best interest of Town and Country Markets at all times</li> <li>• Undertake other duties commensurate with the level of responsibility and expertise as may be required by the company from time to time.</li> </ul>
Working Hours	The post is a full time post, working 40 hours per week, with a requirement for weekend work during event periods