



FUTURE YARD

ROLE + RESPONSIBILITIES

Job title:	Event Sales Coordinator
Job Purpose:	<p>To stimulate and manage a strong events sales pipeline, resulting in a range of private hire, corporate and commercial events at Future Yard.</p> <p>To undertake your responsibilities in a manner consistent with Future Yard's Mission & Values (link).</p>
Reporting to:	Nick Simcock (Head Of Live Programme)
Terms and Hours of Work:	<p>Full Time (40hrs per week), Permanent</p> <p>Work pattern;</p> <ul style="list-style-type: none">- Office based at Future Yard CIC (Argyle Street, Birkenhead CH41 6AB), with potential travel locally for client meetings and business development.- Mon-Fri, with flexible start / finish times (starting between 9am-10am and finishing between 5pm-6pm).- Occasional work on evenings and weekends may be required for specific events.
Salary:	Starting Salary £22,672 (Pay Band B, £22,672 - £33,280)
Requirements	You will require access to a laptop in order to undertake your role. Future Yard operates a workplace tech scheme, should this be required.

<p>Key Responsibilities:</p>	<p>Developing and maintaining relationships with potential clients and individuals looking to host a range of private hires, corporate and commercial events at Future Yard, for example; celebrations, corporate events, parties, meetings, away-days, prize-givings and weddings.</p> <p>Your responsibility is to ensure the venue has a strong pipeline of event hires that complement our live music programme.</p> <p>You will handle in-bound enquiries, providing excellent communication with clients and rigorous organisation to ensure our production and F&B teams have all the information required to deliver excellent events.</p> <p>You will proactively generate enquiries, building a sales pipeline through working with our marketing and partnerships teams.</p> <p>You will utilise strong sales skills to close deals and meet your sales targets, with a drive to achieve them.</p> <p>You will engage in outreach and marketing to ensure a healthy flow of enquiries, while effectively managing in-bound event enquiries</p> <p>Provide excellent customer service from the point of enquiry, through event delivery to post-event debrief.</p> <p>You will identify and develop opportunities and packages to encourage private hires, working with production and marketing to realise these.</p> <p>You will work with Future Yard's established systems & workflows for calendars, event plans, project plans, CRM, Slack etc, ensuring that your work operates within effective systems. You will on occasion produce reports as requested by Future Yard Management.</p> <p>The role will be at the heart of a small, passionate team working in a fast-paced environment. You will require excellent organisational skills to manage and prioritise your workload independently, while also communicating clearly and effectively with the team, colleagues, partners, and clients.</p> <p>On occasion, you may periodically take part in Future Yard's training programmes, sharing your skills and knowledge with our Sound Check Crew, Promoter Collective and other programme groups.</p> <p>This list is not exhaustive. You will from time to time be required to undertake tasks outside those described, in a manner which is reasonable.</p>
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