

**GOODWOOD**

**The Role**

The **Event Content Assistant** will be part of the **Event Content team** and will report to the **Event Content Manager.**

**About us**

Goodwood is a quintessentially English estate, set in 12,000 acres of rolling West Sussex countryside. Rooted in our heritage, we deliver extraordinary and engaging experiences in modern and authentic ways. But what really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes Goodwood the unique place it is.

**Passionate People**

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Goodwood.  We look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for Goodwood to be **‘the home of exceptional experiences’**.

**Our Values**

**The Real Thing Derring-Do Obsession for Perfection Sheer Love of Life**

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| --- | --- | --- | --- |
| Always inspired by Goodwood’s heritage | Daring to surprise and delight | Striving to do things *even* better | Sharing our infectious enthusiasm |

**Purpose of the role**

Responsible for the operational delivery and contributing to both the vehicular and technology content for the Members’ Meeting, Festival of Speed and Goodwood Revival. Ensure all aspects of content planning, documentation, ticketing and correspondence are completed in a timely and efficient manner.

**Key responsibilities**

* Communicate with a large variety of competitors, exhibitors, schools (STEM initiative), and consultants and undertake administration for the event content from end to end, including event planning and ticketing, invoicing.
* Assist with assembling and issuing all formal invitations to the events, including mail merges, taking the lead, when appropriate, on one of the headline events.
* Coordinate all necessary logistical criteria for the Drivers’ Club/Sign-on during each event.
* Assist with communications and coordination of schools participating in the STEM Programme at Festival of Speed, including inbox management, liaising with schools, ticketing and on-event materials.
* Act as a public ambassador for Goodwood when required.
* Work closely with other departments at Goodwood (in particular the ticket office, social events, partnership management and operations teams) and external suppliers.
* Collate details from participants entries for the event, to include any declaration forms and ticketing information. Coordinate the allocation, preparation and dispatch of participant tickets.
* Provide regular updates on the status of administration, identifying and communicating any gaps or risks to the rest of the team.
* Help update our internal motorsport database so that competitors’ & exhibitors’ details are logged accurately.
* Contribute to the post-event debrief and strategic planning for the following season to include collating departments comments and submitting for all events.
* General administrative tasks, including communication with competitors, general correspondence, ordering office supplies & answering telephone enquiries.

**Qualities you will possess**

* Passion for what you do
* Positive and friendly with a “can do attitude”
* Attention to detail
* Ability to prioritise, organise and multi-task
* Quick learner
* Take responsibility for yourself
* Confident to make decisions and to stand by them
* Strong customer service skills
* Excellent communicator
* A sense of fun!