

GOODWOOD

**The Role**

The **Event Content Operations Planner** role will be part of the **Event Content team** based at the Goodwood Motor Circuit.

**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 contributing to the vehicular 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 and correspond with a large variety of competitors, partners and consultants and undertake administration for the event content from end to end, including event planning, ticketing, accommodation, and invoicing.
* Responsible for owning and driving key team documents via our competitors’ portal to support the efficiency and effectiveness of the team year-round.
* 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 allocated VIP drivers/riders logistics who are attending the events, managing accommodation and travel arrangements where necessary.
* Coordinate all necessary logistical criteria for the Drivers’ Club/Sign-on during each event.
* Act as a public ambassador for Goodwood when required.
* Work with all stakeholders to ascertain and document the detail of what is required to successfully deliver content at the event; from physical space, to power, IT connections, storage, casual staff support etc.
* Work closely with other departments at Goodwood (in particular the social events, commercial, communications and operations teams) and external suppliers for the event layout and operational elements.
* 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.
* Take day-to-day budgetary decisions in those areas for which you are assigned responsibility.
* Help update our internal motorsport database so that competitors’ 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.

**What do you need to be successful?**

* Passion for what you do
* Confidence in project managing
* Positive & friendly with a “can do attitude”
* Attention to detail
* Strong administration experience
* Ability to prioritise & organise
* Excellent communicator
* Proficient with Microsoft Office programs
* An active listener
* A sense of fun!