

**GOODWOOD**

**The Role**

The **Event Executive** will be part of the **Motorsport Event Operations Team** and report to one of the **Event Managers.**

**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**

Working as part of the team responsible for planning and delivering the headline motorsport events at Goodwood, to provide administrative and operational support.

With support and guidance from the Event Managers, to be responsible for areas of event planning and infrastructure.

There is an enjoyable mix of desk-based planning and outdoor on-site delivery. The on-site element increases closer to the events season and a reasonable level of fitness is required along with a love of fresh air!

**Key responsibilities**

* Various administrative tasks in relation to the smooth running of the events department
* To act as a point of contact and manage your areas of event infrastructure, including all operational and logistical planning, whilst developing your knowledge and becoming a technical expert
* To ensure that attention to detail and timely customer service is at the heart of event delivery
* Help find creative solutions to help improve customer experience
* To manage budgeting processes (including negotiating costs, facilitating purchase orders, invoices and re-charges)
* To oversee the installation of event infrastructure on site, whilst ensuring all timings and installations are in accordance with the event build schedule
* Proactively liaise with key stakeholders and develop positive working relationships
* To attend events and perform other duties and tasks as required throughout the year
* Produce documents, briefing papers and reports as required
* Undertake any other duties as requested in accordance with the scope and responsibilities of the role
* To support the Event Managers in delivering the events to the ISO20121sustainability standard

**Qualities you will possess**

* Passion for what you do
* Positive and friendly with a “can do attitude”
* Great attention to detail
* Ability to prioritise and organise
* Proactive with a drive to go above and beyond
* Take responsibility for yourself and others
* Good negotiation and influencing skills
* Confident to make decisions and to stand by them
* Excellent communicator
* Exceptional organisational skills
* A sense of fun!

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

* A passion for working in the events industry
* A drive to get stuck into the practicalities of greenfield event builds
* Experience of working in an office environment
* The ability to proactively find sources for information
* Confidence in using Microsoft programmes and the ability to learn new computer systems
* Ability to work to strict deadlines and remain calm under pressure
* Strong relationship management and communication skills, both written and verbal
* Ability to work both independently and as part of the Motorsport Event Team
* Ability to be flexible and cope with ever changing priorities
* High level of energy and enthusiasm
* Must have a full, clean, UK Driving Licence