

**GOODWOOD**

**The Role**

The **Event Intern** will be part of the Event Division and will report to an Event Manager who will act as a mentor for the duration of the internship.

**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**

To spend time within key departments within the Events division at Goodwood to gain a broad understanding of how each team contributes towards the creation, planning, selling and ultimately delivering the headline events – Members’ Meeting, Festival of Speed, the Goodwood Revival, Qatar Goodwood Festival (affectionately known as ‘glorious Goodwood’) as well as the newest event to the Goodwood portfolio – Goodwoof.

After spending time in a number of departments for the first few months, you will finish your internship by doing longer placements with the Group Projects team and the Racecourse team. There is an enjoyable mix of desk-based planning and outdoor onsite delivery. The onsite element increases closer to the events season and a reasonable level of fitness is required along with a love of fresh air!

This is a year-long internship which is designed to provide you with an exciting, supportive and fun experience where you’ll have real-world responsibilities whilst participating in professional development, networking and social events.

**Key responsibilities**

Duties may include but are not limited to:

* Assist Event Operations Planners with their areas of event infrastructure and partners, including operational and logistical planning and tasks
* To research content themes and innovative ways to bring these to life on the event
* Act as a point of contact for your event areas, with support from Event Planners, developing your technical knowledge throughout
* To work within budgets including facilitating purchase orders and processing invoices and recharges.
* To ensure that attention to detail and timely customer service is at the heart of event delivery
* Under Event Planner direction, help oversee the installation of essential event infrastructure on site, whilst ensuring all timings and installations are in accordance with the event build schedule
* Help prepare documents, correspondence, information and instructions and regulations issued to guests and participants including formal invitations to the events
* Help communicate and correspond with a variety of competitors, partners and consultants and help facilitate the administration for the event content from start to end, including ticketing, accommodation, Health and Safety documentation, timetabling and invoicing
* Proactively liaise with the Goodwood teams and external contractors as required and develop positive working relationships with key contacts
* Help maximise event activations of commercial event partners through creative ideas and solutions
* Help find creative solutions to help improve customer experience
* Act as a host during events, and as an ambassador for the Goodwood brand at all times and ensure values are upheld to both external and internal contacts, through appropriate behaviour and performance

**Qualities you will possess**

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

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

* A drive to get stuck into the practicalities of greenfield event builds
* An aptitude for accuracy, attention to detail and problem solving, with good judgement
* Excellent organisational skills, with the ability to multi-task and think laterally
* 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 a team
* Ability to be flexible and cope with ever changing priorities
* Knowledge of and interest in event industry
* To be proficient in the use of MS products (including Outlook, Word and Excel)
* Full UK Driving Licence and ability to travel to the Goodwood Estate on a daily basis.