

**GOODWOOD**

**The Role**

The **Events Administrator** will be part of the **Exhibition Sales team** and will report to the **Exhibitions Sales 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**

To assist with the administration of the Exhibitions department working towards Goodwood Members’ Meeting, Goodwoof, Festival of Speed, Eroica Britannia and the Goodwood Revival. You will be using multiple software systems and will need to adhere to strict processes.

**Key responsibilities**

* Researching similar events and exhibitions
* Searching for new brands to invite to our events
* Processing booking forms and inputting data
* Assisting with raising invoices and credits and taking customer payments
* Chasing aged debt in collaboration with the Central Finance team
* Sending tickets
* On event support over the Goodwood Members Meeting, Goodwoof, Festival of Speed, Eroica Britannia and Goodwood Revival

**Qualities you will possess**

* Self-motivated
* Proactive
* Passion for what you do
* Positive and friendly with a “can do attitude”
* Attention to detail
* Ability to prioritise and organise
* Take responsibility for yourself
* Confident to make decisions and to stand by them
* Good negotiation and influencing skills
* Excellent communicator
* A sense of fun!

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

* Experience of working in an office environment.
* The ability to proactively find sources for information.
* Ability to think and work creatively.
* Confidence in using Microsoft programmes and the ability to learn new computer systems.
* Ability to work effectively in a small team environment.
* Experience of working in a fast-paced and dynamic environment.
* A passion for making things happen.