

**GOODWOOD**

**The Role**

The **Trade Stand (Exhibitions) Event Planner** will be part of the **Exhibitions team** and report to the **Exhibition Sales Team 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 oversee the planning and operations of the Exhibitions department during the headline events - Members Meeting, Goodwoof, Festival of Speed and the Goodwood Revival. To assist the Exhibitions team with the administrative and operational tasks which arise during the day to day running of the department, using multiple software systems, and adhering to strict processes.

**Key responsibilities**

* Managing the operational delivery of exhibitions within budgets and timelines
* Overseeing technical and logistical event planning
* Ordering event equipment and negotiating with suppliers to secure competitive rates while maintaining high standards
* Managing health & safety compliance
* Liaising with contractors, suppliers, and exhibitors to ensure seamless event execution
* On-site leadership and troubleshooting during live events
* Developing client relationships and ensuring trade stands are on brand
* Invoicing
* Assisting the sales team as and when required

**Qualities you will possess**

* Passion for what you do
* Positive and outgoing with a“can do attitude”
* Attention to detail
* Ability to prioritise and organise
* Proactive
* 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 a role which has required multi-tasking
* Experience in events is desired
* Have a hands-on approach
* Works well under pressure