

**GOODWOOD**

**The Role**

The **Event Content Executive** will be a key part of Motorsport Content Team and report to the Event Content Manager.

**About us**

At Goodwood, we celebrate our 300-year history as a quintessentially English Estate, in modern and authentic ways delivering extraordinary and engaging experiences. Our setting, 12,000 acres of West Sussex countryside and our story both play significant roles in Goodwood’s success. What really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes us the unique, luxury brand we are.

**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 providing the “**world’s leading luxury experience.**”

**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**

Become part of the team responsible for the creation, planning, and delivery of the vehicular content that makes up Goodwood’s headline motorsport events, the Members’ Meeting, Festival of Speed and the Goodwood Revival. Ensure all aspects of content curation, planning, documentation, and correspondence are completed in a timely and efficient manner.

**Key responsibilities**

* Research content themes and innovative ways to bring these to life at our three headline motorsport events.
* Share responsibility for delivering key areas of content, liaising with clubs, organisations and specialist consultants.
* Work closely with other departments at Goodwood (in particular the commercial, communications and operations teams) and external suppliers for the event layout and operational elements.
* General administrative tasks, including communicating and corresponding with a large variety of competitors, partners and consultants to create and curate the event content & answering telephone calls.
* Maintain and develop a database of content sources, both vehicular and otherwise.
* Assist with preparation of documents, correspondence, information, instructions and regulations issued to guests and participants including all formal invitations to the events.
* Produce reports and information relating to participants required by other departments, including BARC, MS UK, information offices and event commentators.
* Act as a host during each event, and as a public ambassador to Goodwood when required.
* Contribute to the post-event debrief and the strategic planning of the following season.

**Qualities you will possess**

* + Passion for what you do
  + Positive & friendly with a “can do attitude”
  + Attention to detail
  + Ability to prioritise & organise
  + Creative & lateral thinker
  + Confident to make decisions & to stand by them
  + Confident communicator
  + Compelling passion & enthusiasm for motoring and motorsport
  + Work well under pressure & in a fast-paced environment
  + Proficient with Microsoft Office programs
  + Team player

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

* + - A genuine love for motorsport - whether it’s classic cars, F1, rallying, or anything in between.
    - A can-do Attitude - you are flexible, willing to learn and happy to go the extra mile to help competitors
    - Great attention to detail and organisational skills.
    - Good communicator, enjoy meeting people and confident to speak with a wide range of people - from club members to consultants.
    - Basic Microsoft Office skills (Word, Excel, Outlook).
    - A sense of fun and enthusiasm- you’ll be part of a team that loves what it does!