

EVENT BOOKINGS MANAGER

45 hours per week

Carousel is one of the city's most vibrant culinary hubs, home to an award-winning programme of international guest chef residencies, a critically-acclaimed wine bar and a regularly-changing roster of big ticket events.

Since launching in August 2014 we've partnered up with a wide-ranging portfolio of household names from a variety of sectors to deliver high-quality events in stylish surroundings with restaurant-quality food and creative in-house production. Highlights include Instagram, Converse, Google, Nike, Penguin Random House, Royal Ascot, NFL, The Guardian and Glossier.

As our new event bookings manager, you will be responsible for handling Carousel's inbound events enquiries, providing a personalised response, creating tailored proposals (with corresponding quotes) and organising viewings to showcase the very best of what we offer.

THE ROLE

As our new event bookings manager, you will be Carousel's most important brand ambassador. You're the first person that people speak to when they get in touch with us to enquire about an event, whether that's an intimate press dinner for a new product launch or the biggest celebration of their lives. A warm and friendly personality and excellent knowledge of our story, our core values and the scope of what we offer are all essential.

Responsibilities include:

- Managing and responding to inbound enquiries
- Creating event proposals, communicating their options and organising site viewings
- Building relationships with previous, current and prospective clients
- Working to targets and contributing to the development of the sales strategy
- Working closely with the events production team to ensure a smooth handover of booked events
- Liaising with the marketing team to secure relevant marketing support
- Ensuring that events are planned and delivered to clients' expectations (and budgets)

ABOUT YOU

We're looking for someone with relevant industry experience, who will thrive in our fun and friendly team. Graduates are also welcome to apply. You will need to be confident, organised and efficient with your time. An enthusiastic, positive, can-do attitude is essential. This role is all about being great with people, so a friendly personality and a good sense of humour are key. We need an adaptable problem solver who's happy to take ownership of a situation in order to deliver the best outcome. Strong communication skills are a must.

Perks:

- Quarterly credit for the Guest Chef restaurant
- Discounts in the Wine Bar for you and your friends & family
- Half day off on your Birthday
- Extra paid days off in between Christmas & New Year
- Cost price wines

- Unlimited Ozone coffee
- Daily home cooked meals
- Development & training (including WSET)
- Regular staff socials

If you're an enthusiastic people-person with a positive can-do attitude, and you share our ambition to be the best in the business, we want to hear from you.

Salary range: £31,000 - £33,000