

## About the Role

As an events producer at Carousel, you will be responsible for delivering our revolving calendar of award-winning events, from enquiry through to execution, feedback, and follow-ups. Applying flair and imagination to every brief, you will create extraordinary experiences for our clients, developing lasting relationships with them as you go.

## About you

Managing Carousel's high turnover of events takes careful planning and meticulous choreography, juggling multiple spaces and multiple moving parts. You must therefore have excellent interpersonal and organisational skills, and an unflinching ability to think calmly and creatively under pressure. 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 confident and adaptable problem solvers who will take ownership of a situation to deliver the best outcome. And finally, we need you to share our ambition to be the best in the business.

## Key Responsibilities

- Using creative flair and attention to detail to make every event extraordinary
- Creating tight production schedules that are efficient and cost-effective
- Ensuring that all aspects of our events are meticulously thought through and delivered on time and within budget
- Running a slick food and beverage service during the live events and managing a full team of FOH staff
- Acting as the primary point of contact between clients, front of house and kitchen staff on live events
- Managing our relationships with third party partners and suppliers
- Organising viewings and invoicing clients
- Reconciling budgets and completing all event reporting
- During our quieter periods, you will support the wider team with floor shifts across our wine bar, guest chef restaurant and mezcalería and tostada bar over in No. 23

## Key Skills

- Positive attitude and a hunger to learn
- Flexibility and adaptability on the job
- Problem solving
- Great communication and relationship building

## Perks

- Daily home cooked staff meals (including breakfast for early birds)
- Bottomless hot drinks
- 50% off in the Wine Bar
- Friends & Family discounts
- Credit towards a Guest Chef dinner, per quarter
- 28 days off (paid), including bank holidays (or pro-rata equivalent)
- Cost price wines
- Regular staff socials
- Regular wine tastings
- Working with existing clients from Netflix to Hush
- Training on floristry, styling and calligraphy as well as seasonal produce and our extensive wine list

This is a permanent role of 25 hours per week. Salary: £31,000 - £33,000 pro-rata.

## How To Apply

If you think you fit the bill, please send a CV and covering letter to [info@carousel-london.com](mailto:info@carousel-london.com). Make sure you let us know why you specifically want to work with us. We look forward to hearing from you. Good luck!