NEW VACANCY

NEW BUSINESS + VENUE SALES

THE OLD TRUMAN EVENTS DEPARTMENT

The Old Truman Brewery Events Department is looking to recruit new junior members to our Sales team. The successful candidates will work with the team to help achieve maximum revenue for the venue. This is a great opportunity to learn about the event industry and join a young, growing and vibrant team.

Duties include:
*Venue & Event specific Sales
* Pro-active sales + lead generation
*Research, maintain, update and expand the events database
*Develop a strong working relationship with clients through great service and follow-up.
*Initially shadowing and eventually taking part in and organising venue sales viewings + meetings.
*Develop excellent knowledge of the different event spaces and the type of events held here and in the area.
*Flexibility to assist as necessary in all aspects of the day to day running of the office and our events.
*Occasional early get-ins for events + acting as onsite venue representative during out of office hour events.
*Develop an excellent understanding of the operational impact of events and an already busy Estate.

Experience:
This is an entry level / junior role.

Applicant is required to have:
*Excellent interpersonal and communication skills and the confidence to liaise with clients from all ranges
*Hardworking, focused and determined in your approach to work
*Proficient computer skills including knowledge of Microsoft Office – Outlook, Excel and Word.
*Excellent organisational skills
*Excellent telephone manner
*Numeracy and attention to detail
*Bright, friendly and personable character is vital to the role
*a keen interest in the events industry

This role is full-time, Monday to Friday, 9am to 6pm with a 3 month trial period.
*Please note this is **not** an event coordinating or management role, as The Old Truman Brewery is a dry hire venue.*

To apply for the position, please email your **CV and a covering letter** to
rudi@trumanbrewery.com