



WENTWORTH WOODHOUSE

♦ R O T H E R H A M ♦

Role Profile

Title: Events & Programming Manager
Hours of work: 37.5 hrs/week

Office location: Wentworth Woodhouse, Wentworth, Rotherham, South Yorkshire
Responsible to: Operations Manager

Events & Programming Manager role purpose:

Wentworth Woodhouse is arguably the most challenging and exciting regeneration project of our generation. Prior to COVID-19, the business is growing exponentially and will do again. It is an exciting time to play a significant part in that growth. Events at Wentworth Woodhouse are key to our success, as we expand our innovative events programme. We are seeking an energetic, creative and effective Events Manager.

Working with our in-house team and external providers, the post holder will conceptualize, plan and deliver new events for our annual programme operating within the house and its grounds. The post holder will have a flair for creativity and be well-networked in the cultural events sector. This will be teamed with excellent organisational skills, a proven track record in event delivery, and the ability to negotiate with suppliers and keep events to budget. The ability to deal with a varied and busy workload is essential, as is the ability to analyse issues and propose creative solutions. Candidates will ideally have experience of leading teams of staff and volunteers, including staff development, preferably within the heritage, culture and arts sector.

This role is partially funded by:



Funded by



Department for
Digital, Culture,
Media & Sport

Delivered by

The
National Lottery
Heritage Fund
Historic
England



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Events & Programming Manager role duties:

- Produce an annual business plan, and outline KPIs for the year.
- To conceptualise, plan and oversee the delivery of new creative events woven into the existing programme, to ensure a reputation for high quality innovative events.
- Lead the events team, including our volunteers, including the PDR process, cascading management information, such as KPIs, staff development and training and to undertake an annual staffing review.
- Meet and exceed ambitious budgets and work to strict KPIs
- Be responsible for sourcing, contracting and supporting the delivery from third party event organisers of external events.
- Work closely with the Volunteer Manager and to add to and develop a vibrant team of event volunteers, specifically focusing on project engagement.
- Be responsible for the negotiation of supplier contracts.
- Ensure adequate risk management and due diligence is undertaken, and that processes are adhered to or developed where necessary
- Lead from the front with the operational delivery of events as required.
- To manage the competing needs of a multi-functional site by liaison with other departments and agreeing any cases of early closure and potential inconvenience.
- To manage the client's and suppliers' understanding of heritage constraints of events in a Grade I listed historic site, to have overall responsibility for this on the day and ensure all staff are appropriately briefed of the constraints and this is effectively supervised on the day
- Liaise with the Digital Content Manager and the wider marketing team to help shape, implement, monitor and adapt the annual plan for the marketing of events.
- Liaise with all other teams in regard to all operational and programming matters.
- Attend management meetings.
- Manage stakeholder relations, especially our valued local residents.
- Provide an Annual Events Report.
- Develop evaluation and learning methods to continue to effectively manage the impact of the events programme.
- Undertake training and act as a Duty Manager on any operational days, as required by the business needs.
- Any other duties as reasonably requested by line manager or Senior Leadership team.



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Person Specification

Please see the criteria expected of the role below. For your application, please note these and explain how you meet and exceed them.

Factor	Criteria	Essential or Desirable
RELEVANT EXPERIENCE	A minimum of 3 -5 years' experience managing events, preferably within a heritage context.	Essential
	Demonstrable excellence in customer care	Essential
	Experience of communicating with a wide range of stakeholders, preferably including fundraisers, Trustees, performers/artists and sponsors.	Essential
	Working towards KPIs and targets	Essential
	Experience of cash handling and reconciliation	Desirable
	Experience of Duty Management	Desirable
	Knowledge and understanding of local history and the cultural sector	Desirable
QUALIFICATIONS	Educated to degree level, in a related subject, or significant relevant experience	Essential
	Health and Safety	Desirable
	First Aid	Desirable
	Fire Marshal	Desirable
JOB RELATED SKILLS	First-class planning, project management and communication skills	Essential
	Ability to work as part of a team	Essential
	Strong IT literacy - as a minimum: Word, Excel, Outlook	Essential
PERSONAL ATTRIBUTES	Exceptional attention to detail.	Essential
	Independent and highly organised in managing a complex workload and meeting numerous deadlines.	Essential
	Polite assertiveness to ensure that all contractors, suppliers, clients etc comply with the historic guidelines set for the heritage rooms	Essential
	Have a smart appearance and confidence when working with the public	Essential



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	Ability to work well under pressure, and remain calm in a busy environment	Essential
	A flexible and positive approach	Essential
	Excellent interpersonal skills, adept at building relationships with a wide range of people.	Essential
	Diplomacy	Essential
WORK CIRCUMSTANCE	Able to work flexible hours, including evenings, weekends and Bank Holidays.	Essential
	Awareness of the implications of social media in a workplace	Essential

Name:.....

Name (Manager):.....

Signed:.....

Signed:.....

Commence: