

Event Manager Vacancy – evenings, ad hoc

Winton Castle and Estate lies in the heart of East Lothians countryside, 14 miles south east of Edinburgh and is home to Sir Francis Ogilvy and his family. In addition to being a family home, the Castle is open for corporate hospitality, a venue for dinners, weddings, activity days and meetings. Within the Estate there are several large self-catering properties, which also act as separate venues, popular with Stag and Hen Parties, as well as family holiday groups and Wedding guests. The Estate also houses the walled garden and Potting Shed, used as a hub to host smaller events and activities.

The Role of the Evening Manager

Our current events management team are highly experienced, proactive, fun and supportive and to allow for continued business growth, we are looking for additional ad hoc support hosting our evening events. You will assist with the running of our evening receptions, taking over from the event and operations managers once their shifts have ended. You will be the main point of contact for our clients, wedding couples and their families during this time. You will also oversee the care of the Castle and its contents and the running of the waiting and bar teams. We provide the highest standard of service and want our guests' expectations to be exceeded – you will be a vital part of the team ensuring that this is consistently achieved. At the end of the evening, once all Castle guests have retired to bed, you will be responsible for locking up the Castle for the night.

The Applicant

This position is one of trust and responsibility. You will have excellent communication skills and a sound understanding of events and clients. Behind the scenes you will have the ability to work unsupervised, taking the initiative to get things done and solve problems. You should have experience managing people, staff and guests alike, and have the ability and authority to diffuse a situation if conflicts arise. At all times you should have a friendly, approachable and professional manner.

Skills/experience required:

- Strong verbal communication skills and the ability to relate comfortably with guests, clients of all types, colleagues and suppliers
- Experience managing in a licensed venue
- Ability to manage staff in relation to food and beverage standards and procedures
- Problem-solving and excellent attention to detail
- Flexibility to changes imposed by clients or colleagues and demands of events
- Ability to adapt, enjoy and be active in the surroundings of a busy events environment, with a sense of fun at the right times!
- Self-motivated, with drive for personal learning and development
- Knowledge of basic Health & Safety and Fire Safety requirements
- First Aid trained (training can be provided)
- Personal Licence trained (training can be provided)

Duties include

- Upholding the service standards of Winton through to the end of each event, providing exceptional guest services and addressing any issues or concerns promptly
- Ensuring events are running within all license and Health & Safety parameters

- Overseeing the safety and security of the Castle, contents, guests and staff during the event
- 'Mucking in' and involvement in all areas of running an event where needed - even getting stuck in with the dishes!
- Preparing the Castle for breakfast service the next morning

Terms and Conditions

Hours of Work

This is a zero-hours, casual role. Shifts offered will be based on confirmed event dates. Times of work are generally between the hours of 5pm-2am and it is likely that most shifts will fall on Fridays or Saturdays.

Pay

Up to £17 per hour

Location

Winton Castle is in a rural location and the applicant must be able to arrange their own travel to and from the Castle at all hours of the day and night.

How to apply

Please send your CV and a short covering letter to recruitment@wintoncastle.co.uk