

VENUE SOURCING EXECUTIVE - ALCESTER.

We have an exciting opportunity for someone looking to start their career in a busy event agency Venue Finding team. The role will be based in our brand new office located in Alcester in Warwickshire (please note that until we make the office relocation move in September you will be based in our current office in Broome in the West Midlands). You will be sourcing venues for a variety of clients and will thrive in a fast paced, busy environment. You will have a love of venues and all things travel, a good knowledge of the UK and overseas destinations, strong organisational skills, be capable of working on your own initiative and be an excellent communicator.

Key Responsibilities

- **Booking Process & Journey** – supporting clients and venues through the full booking journey including clear communication and feedback. Including but not limited to venue proposals, arranging site visits, confirming venues, final details and venue and client feedback.
- **Brief Taking** – understand the client requirements to fulfil the brief. Ability to listen intently to be able to propose suitable venues and destinations to match the brief. Clear verbal and written communication to venues ensuring all aspects of brief is understood to meet the client requirements. Ensure all briefs are entered onto The Hive / BookIt systems accurately.
- **Venue Finding** – research suitable venues and destinations to fulfil the brief and that work well with the different client brands.
- **Venue liaison** - Clear and effective lines of communication to be established with venues. Sourcing, rate and contract negotiation throughout. Venue service delivered to the client's standards and expectations. Confidently organise and attend venue show rounds and accurately complete Top Banana site inspection report. Negotiate best available commissionable rates, accurately confirm client requirements with the venue and negotiate contract terms & conditions. If requested by the client/account team, liaise with the venue on all final details including all catering and logistical requirements.
- **Negotiating** - negotiate with venues to ensure that clients are presented with cost effective solutions.
- **Proposal writing** - produce creative and accurate proposals within the agreed service levels. Accurate, detailed and researched information obtained to ensure that the presentation is comprehensive and in line with the brief and must be available to view through The Hive as main tool but ability to use other methods if required.
- **Client Liaison** – Attend client site visits on your own or with senior production staff. Clear effective verbal and written communication maintained at all times
- **Meeting Financial Targets** - ensure financial targets are met through maximising and negotiating best commission terms from venues.
- **Venue & Destination Knowledge** - constantly look to expand and enhance knowledge of venues and destinations.
- **Time Management** - ability to work with multiple clients and prioritise tasks. Ensure that all tasks are completed according to agreed SLA. Prioritise call activity in order of importance, and monitor calls and emails from clients and venues.

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- **Process adherence** - in line with ISO 9001. Adhere to all ISO 9001 processes that are involved with the project from inception to completion.
- **Cost Sheets** - produce accurate cost sheets utilising the Top Banana template within agreed SLA. Detailed and accurate cost sheets to be produced alongside the proposal. All negotiated pricing to be included.
- **Proactive self and professional development**

Skills/Abilities:

- Excellent communication (both oral and written and excellent interpersonal skills)
- Ability to be proactive and use your initiative
- Excellent attention to detail
- Excellent IT skills (Word, Excel, Outlook, PowerPoint)
- Ability to prioritise responsibilities under pressure and deliver to deadlines
- Excellent time management and organisational skills
- Autonomous – taking ownership and responsibility
- Ability to remain calm under pressure
- Flexible – ability to adapt in the moment and responsive to change
- Ability to work in a team
- Please note due to our rural location you must have a full driving licence and have a car

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