

COPELAND PARK & BUSSEY BUILDING

Job Description

Job title	Events & Social Media Assistant
Reporting to	Events & Short Term Hire Manager
Start Date	From as early as mid May 2018.
Contracted Time	Full Time. Monday to Friday 9:00am - 5:30 pm. Occasional weekend work will be required, more so in the Summer months (No more than twelve Saturdays per year). Job is based at Copeland Park, Peckham.
Pay and benefits	£18,000 - £21,000 p.a. D.O.E. 28 days annual leave including Bank Holidays, sick leave and NEST pension scheme.

Key Responsibilities	<ul style="list-style-type: none"> • Manage the event enquiries coming through email. • Arrange viewings and meetings with interested parties, showing them around spaces and venues and explaining what is and isn't possible with their booking. • Manage and confirm hire fees, booking times, dates, requirements and maintain Google Calendar of events. • Arrange client contracts in conjunction with accounts dept. • Arrange with Accounts department invoicing for confirmed bookings, collecting necessary information from clients. • Maintain and add listings to CP events page (support provided). • Monitor and maintain all Social Media handles (Facebook, Instagram and Twitter), including occasional support for other projects (e.g Peckham Festival & Social) • Being present to assist hirings with anything they may need.
Education & Experience	<ul style="list-style-type: none"> • Client facing experience working in a creative/community venue • Experience with using Social Media for promotional purposes
Person Specification and Key Skills	<ul style="list-style-type: none"> • Management of emails and bookings. • Organisational skills • Ability to work independently and manage workload. • Excellent public facing and communication skills, including written English. • Understanding and awareness of sales and revenue generation. • Good experience with Google's G Suite (GMail, Google Calendar, Google Drive, etc) (support can be provided) • Understanding and experience with Social Media