

Sadler's Wells
Events Executive

SADLER
WELLS

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Events Executive



Contents

About us 3

Our Values..... 4

The Department..... 5

The Role 5

What are my responsibilities? 6

Who should apply? 7

Why work for us? 8

About us

Sadler's Wells is a world-leading creative organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

More than half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17th century. Today Sadler's Wells consists of the Sadler's Wells Theatre (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' colleagues.

Our second theatre building and West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

Future Plans

Our fourth venue Sadler's Wells East will open in 2024 in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space will be located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site will form part of a new cultural and education district, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London.

Sadler's Wells' new space will house a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop theatre academy, all planned to open in 2024 as well as facilities for the Rose Choreographic School and Academy Breakin' Convention.

Our Values

COLLABORATION



- We are encouraging and supportive
- We work as one collective team
- We listen and empower every voice
- We seek and value diversity of thought and experience
- We pool our knowledge, resources and creativity
- We create opportunities to work strategically and in partnership

EXCELLENCE



- We are ambitious and driven
- We make and share meaningful, exciting and impactful dance
- We do the best we can each day
- We continuously learn and develop our skills
- We operate sustainably by managing our resources effectively
- We hold each other accountable

INCLUSION



- We are brave and kind
- We create a safe place so colleagues can bring their full selves to work
- We celebrate and respect our differences
- We remove barriers to access or equality
- We actively address all forms of discrimination
- We engage and reflect the diverse communities we are part of

INNOVATION



- We are curious and bold
- We find a better way in the every day
- We challenge and question why, and why not
- We take creative and calculated risks
- We cultivate ideas, try new things and embrace change
- We learn and grow from our mistakes and successes

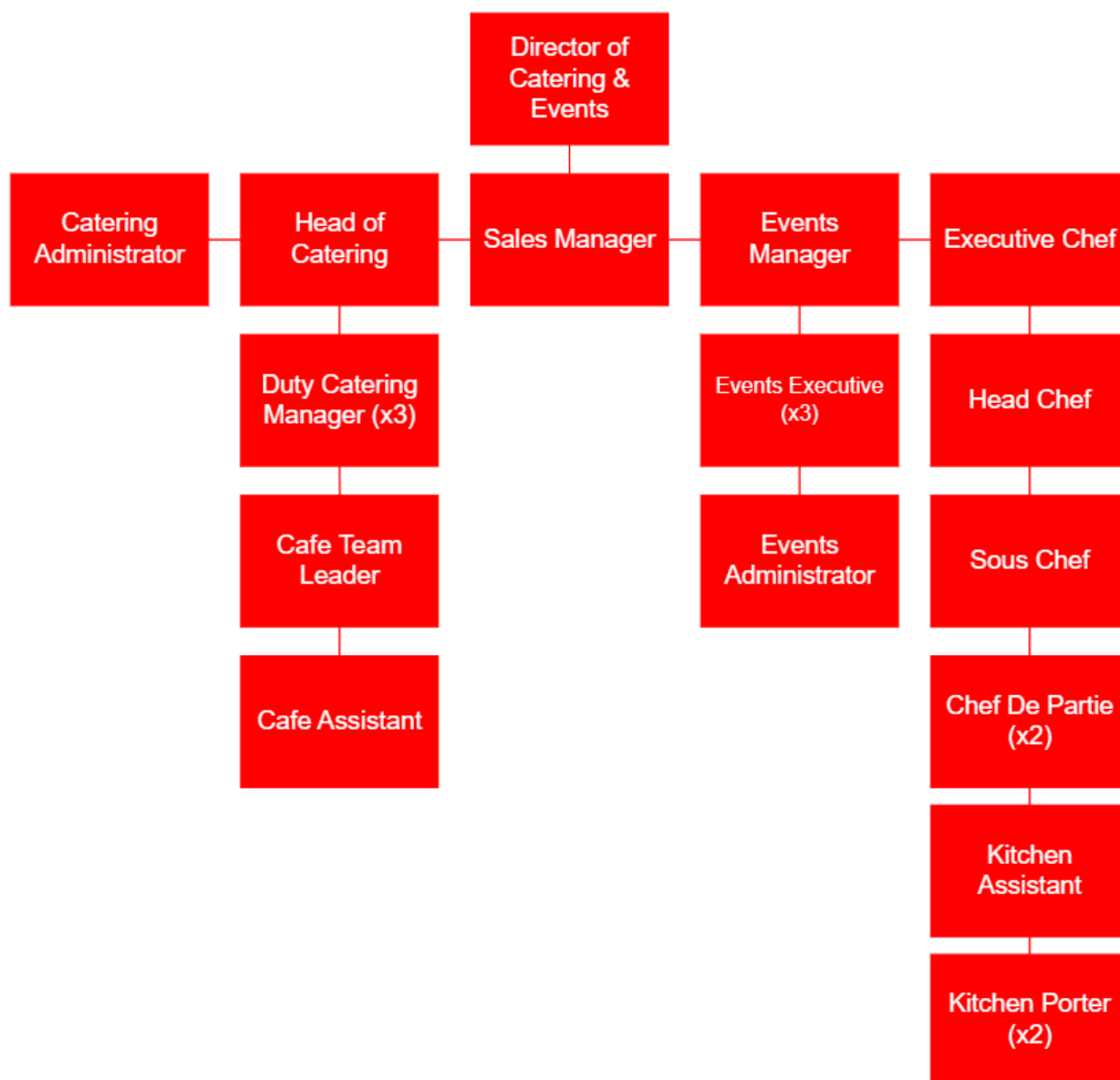
The Department

The Catering & Events Department is responsible for external hire of the venue and delivering all food and drink services throughout Sadler's Wells and The Peacock Theatre to create memorable events, with the focus on maximising profit and excellent customer experience. We are expanding with an additional site, Sadler's Wells East, that will host an all-day dining, café, bar and events.

The Role

The key responsibilities of the Events Executive include:

- Generating a level of sales and profit as set in the annual budget.
- Overseeing and managing hire of the venue spaces from initial enquiry to event execution.
- Achieving high customer satisfaction and repeat business through excellent client management and customer service.
- Working closely with the catering team to ensure a seamless delivery of all events.
- Deputising for the Events Manager.



What are my responsibilities?

Client Management

- Develop key accounts for the venue and maximise the external revenue potential.
- Maintain and strengthen existing client relationships.
- Respond in a timely manner to all enquiries.
- Conduct site visits as required.
- Attend networking events and exhibitions.

Sales and Marketing

- Assist in business development and delivery of sales strategies.
- Assist in production and delivery of annual sales and marketing plan.
- Secure and increase hire income as well as food and beverage revenue.
- Design initiatives to drive new business.
- Undertake regular benchmarking and to stay abreast of industry developments.
- Develop relationship with product and exhibition providers, agencies, etc.

Database Management

- Manage use of the Artifax software programme ensuring this is up to always to date.

Event Management

- Manage day-to-day events operations, ensuring client's satisfaction and repeat business.
- Ensure information for each event is distributed internally and in a timely manner.

- Ensure all event administrations such as contracts, deposits, final invoicing etc. is completed according to set standards and timelines.
- Ensure health and safety is always adhered to and that clients are made aware of any relevant guidance.

Financial

- Assist in building Events budgets.
- Deliver on financial targets with particular focus on the Sadler's Wells Theatre hire.
- Maximise income and minimise expenditure without loss of quality in all areas of responsibility – including yield management of space.
- Regularly review suppliers to ensure the most competitive are used without compromising quality standards.
- Raise accurate invoices and ensure payments are received prior events taking place as per hire contracts.

General

- Live, breathe and role model our organisational values of Excellence, Collaboration, Inclusion and Innovation, being aware of the influence and impact you can have in Sadler's Wells.
- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours.
- Undertake other duties as may be reasonably required.
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equality, Diversity and Inclusion and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premise.

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.

Who should apply?

The successful applicant will demonstrate the following skills, experience, and personal qualities:

Skills and Experience

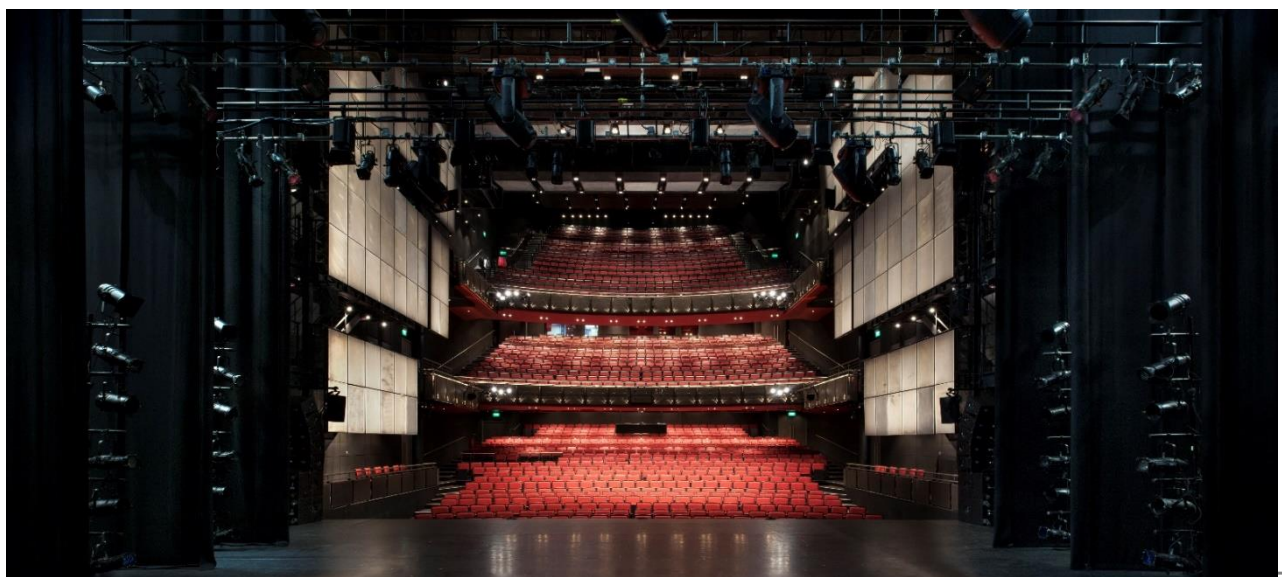
Essential

- Proven track record and substantial relevant experience in event sales and management in a venue
- Strong understanding of logistics and operations with the ability to handle unforeseen challenges.
- Excellent negotiation, communication and interpersonal skills.
- Ability to manage multiple projects simultaneously.
- Ability to work accurately under pressure with excellent attention to detail and ability to prioritise.
- Experience of using a room booking system and/or database management.
- Experience of setting and achieving high standards of customer service.
- Experience of financial management and budgeting events.
- Willing and able to work both strategically and be hands-on when required.
- Knowledge and understanding of the catering industry.
- Computer literacy (including MS Office Word, Excel and Outlook) with database skills.
- Flexible approach to working hours.
- Must hold the right to work in the UK.

Additional, but not essential

- Experience of working in a performing arts venue.
- Knowledge of Artifax Event.

If you don't have everything listed here, but believe you have demonstrable experience to take into consideration, please apply. We are aware every applicant will have strengths and development areas to accommodate, and we are open to discussions around how we can support the postholder.



Why work for us?

You will be a key part of our mission to make and share dance that inspires us all and delivering our vision to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

- You will be offered a salary of £34,945.48 annum based on a 35-hour working week, plus an additional paid meal break each day
- You will get 25 days annual leave per annum, with an additional three days after five years' service
- You will be enrolled into the Sadler's Wells Trust Ltd. pension scheme
- You will have access to our Employee Assistance Programme (EAP) to support your wellbeing
- You will engage in learning and project opportunities to develop personally and professionally, and support your career journey
- You can access an interest-free Season Ticket Loan and a Cycle to Work salary sacrifice scheme
- You will be eligible for a death in service insurance policy covering twice your annual salary
- You will be encouraged to attend performances at both theatres with a discretionary allocation of tickets to employees (subject to availability), and a staff discount at the Garden Court Café
- We welcome everyone through our doors and encourage and enable people to be the best versions of themselves and to feel confident and capable in their roles
- We embrace a blend between home and office working, and we welcome a conversation about flexible working and your needs
- We celebrate diversity in the dance we share and showcase, and in our workplace. We are working hard to be more inclusive and increasing access both on stage and off and have a number of anti-racism commitments to make lasting changes in the way we work

Making an application

A Job Description and Person Specification are included in this document. If after reading you are still interested in applying, please find further details and information on how to apply [here](#).

If you would like support or have any queries regarding the format or submission of the application, please contact us on recruitment@sadlerswells.com.

We welcome applications from people from all backgrounds who feel they align with our mission, vision and values. We are international and multicultural on our stages, and we want to reflect that in our organisation. By celebrating difference and incorporating diverse points of view and experiences, we can become closer to our artists, audiences and the communities we serve.

We are proud to be a Disability Confident employer meaning we have been certified by the government as actively taking steps to attract, recruit and retain disabled workers. We understand that some disabled colleagues will need adjustments to help them perform to the best of their ability – these can be changes to the built environment and furniture, the tools and technology they use in doing their job, aspects of the role, ongoing support or working arrangements.

Sadler's Wells also works collaboratively with Parents in Performing Arts (PiPA) in efforts to support parents and carers within the industry.

This is an ongoing vacancy and we aim to contact candidates on an ad-hoc basis. We will close the vacancy once we have received a sufficient number of applications.

