

**GOODWOOD**

**The Role**

**Exhibitions Operations and Account Executive** will be part of **Exhibitions Team** and will report to the **Exhibition Sales Manager.**

**About us**

At Goodwood, we celebrate our 300 year history as a quintessentially English Estate, in modern and authentic ways delivering extraordinary and engaging experiences. Our setting, 12,000 acres of West Sussex countryside and our story both play significant roles in Goodwood’s success. What really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes us the unique, luxury brand we are.

**Passionate People**

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Goodwood.  We look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for providing the “**world’s leading luxury experience.**”

**Our Values**

**The Real Thing Daring Do Obsession for Perfection Sheer Love of Life**

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| We employ meticulous attention to detail to create experiences, as they should be. We are honest and open. | We don't mind breaking the rules to create the best possible experiences. We will take tough decisions | It’s a team thing – everybody mucks in to make things happen. We're madly passionate about what we do | We want to make everyone feel special by loving what we do. |

**Purpose of the role**

To oversee the operations of the exhibitions department during Members Meeting, the Festival of Speed and the Goodwood Revival. The candidate will also assist the Exhibitions team with the administrative tasks which arise during the day to day running of the department. The candidate will be using multiple software systems and will need to adhere to strict processes.

**Key responsibilities**

* Contractor liaison and overseeing build schedules on event
* Ordering event equipment
* Taking Payments
* Reporting daily finances to Central Finance
* Reconciliation of all income
* Chasing of aged debt
* Sending tickets
* Processing booking forms
* Sending booking confirmations & invoices
* Assisting the sales team when and where required
* Overseeing breakfast club bookings
* General administrative tasks.

**Qualities you will possess**

* Passion for what you do
* Positive and friendly with a “can do attitude”
* Attention to detail
* Ability to prioritise and organise
* Proactive
* Take responsibility for yourself
* Confident to make decisions and to stand by them
* Good negotiation and influencing skills
* Excellent communicator
* A sense of fun!

**What do you need to be successful?**

* Process driven
* Great multitasker
* A team player
* A good problem solver
* Have a hands-on approach
* Works well under pressure

Each role is assigned a level against our expected behaviour. Your role levels are set out below.

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| **BEHAVIOUR** | **LEVEL** |
| Think Customer | 2 |
| Taking Personal Responsibility | 2 |
| Communication and Trust | 2 |
| Encouraging Excellence & Commercial Success | 2 |
| Working Together | 2 |