



Job Description

Role: Senior Events Coordinator

The Role

An exciting opportunity has developed at The Cube; we are looking for a dynamic personality to take on the role of Senior Events Coordinator. Incorporating three diverse spaces on the 25th floor, our Marco Pierre White Restaurant offers a unique private dining experience with a rooftop terrace and 360-degree panoramic views over the city.

Our ideal candidate will have significant experience in events and will be able to demonstrate previous leadership capabilities. Whilst a sales background will suit our long term plans for the role, we are seeking a seasoned events expert!

The successful Senior Events Coordinator must be flexible (working hours must reflect client and business expectations), be able to multi-task, promote, sell and ensure the smooth running of all events within the Restaurant. In this role attention to detail is a must, as you will be preparing and submitting quotes on behalf of the Restaurant and ensuring the CRM system is always accurate and up-to-date. We are looking for inventive fresh ideas, from an assertive and persuasive Events leader, who thinks ahead and is capable of interpreting our client's needs and advising where necessary.

This role will be diverse in the range of events we cater for, from corporate dinners to baby showers, Christmas parties to networking lunches, milestone birthdays to weddings. For this reason, you must be confident in your ability to influence and communicate with a range of stakeholders. Previous events management experience is essential.

Your day to day:

- Take enquiries and negotiate rates for events.
- Complete tours of our venue with prospective clients.
- Manage all aspects of events including menu planning and final details through to conclusion.
- Ensuring a smooth and successful event is delivered to our clients at all times - every client must leave thrilled with their experience!
- Notice and pay attention to the smallest of details, ensure you go above and beyond for every client to ensure they return.



- Present yourself as a dynamic yet professional personality.
- Manage any complaints professionally and in a timely manner.
- Lead a small team; you will be responsible for all training and people management, and you will ensure your team also deliver to the highest service standards.
- Develop with the Reservation team a year planner therefore identifying & managing seasonal peaks & business trends.
- Ensure that all brochures, packages and information is up to date and readily available, so reception have the necessary tools to help with enquiries out of hours
- Work with Restaurant management to ensure all venue spaces are maintained and immaculate.
- Maintaining and creating visual merchandising/advertising spaces within the restaurant
- Research and identify opportunities for new event and conference business in line with the restaurant's plans/ budgets.

Once established in the role:

- Think outside of the box to broaden our reach to new prospective clients - you will be a key driver to increasing events sales.
- Build robust plans to grow event business and existing Corporate Conference accounts.

The successful candidate will possess the following qualities:

- Excellent people skills and customer service
- Attention to detail
- Sound negotiation skills
- Knowledge of Opera Sales & Catering
- Minimum of 2 years' experience in a similar role
- Must be prepared to work flexible hours when needed
- Highly organised and motivated with the ability to work both on their own initiative and as part of a team

If you feel that you have the ability and experience to take on this role, we want to hear from you!



**MARCO
PIERRE
WHITE**
RESTAURANTS

Please send CVs to: Cassie.Harwood@hibirminghamcube.com or lee.goodman@hibirminghamcube.com

