



**Job Title: Event Manager**

**Location:** Thetford Farm Estate, Baston, Lincolnshire

**Job Type:** Full-Time

**About Us:**

Thetford Farm Barn is a premier venue, offering exclusive, tailored events for a discerning clientele. We specialise in delivering exceptional experiences, from private parties and corporate functions to weddings and special events.

We are looking for a dynamic and experienced **Event Manager** to join our team. This role is pivotal in ensuring our clients receive outstanding service, from the initial inquiry through to the successful delivery of their event.

**Key Responsibilities:**

- Serve as the primary point of contact for clients from initial inquiries to event execution.
- Plan, coordinate, and oversee all aspects of events, ensuring client satisfaction and smooth operations.
- Collaborate closely with clients to understand their needs and customise event experiences to meet their expectations.
- Maintain strong communication with high-level clients, ensuring professionalism and attention to detail throughout the process.
- Work with internal teams and external vendors to organise logistics.
- Manage event budgets, timelines, and schedules to ensure seamless delivery.
- Conduct site visits, attend planning meetings, and provide on-site event management during events.
- Maintain and build relationships with existing and prospective clients to encourage repeat business.
- Keep up to date with event industry trends to ensure our services remain innovative and competitive.

**Key Qualifications:**

- Proven track record of successfully managing events for high-profile clients.
- Strong organisational, communication, and multitasking skills.
- Ability to work under pressure and deliver events to a high standard.
- Experience in budget management and vendor coordination.

- A proactive attitude with a passion for delivering exceptional client experiences.
- Full UK driving license and flexibility to work evenings, weekends, and occasional holidays as required by the event schedule.

**What We Offer:**

- Competitive salary
- Opportunity to work with an experienced and passionate team
- A beautiful, unique venue with diverse and exciting events

If you are passionate about event management and excel at providing first class service to high-level clients, we'd love to hear from you.