

**WEDDINGS, CORPORATE AND EXPERIENCES OFFICER**

**REPORTS TO:** Finance and Commercial Director

**MANAGES:** N/A

**CONTRACT TYPE:** Fixed Term – 12 months

**HOURS:** 5 hours per week

**SALARY:** £13 per hour

The Weddings, Corporate and Events Team deliver a variety of private and commercial events at Norton Priory Museum and Gardens, with a particular focus on weddings, corporate functions and venue hires. The role of Weddings and Corporate Officer is key to supporting income generation, while ensuring exceptional client experiences in Norton Priory's unique spaces. The postholder will be required to provide front of house/museum reception cover if there is no requirement for weddings, corporate hires or events.

**Key Responsibilities**

- Act as lead on the day for wedding delivery, with support from other team members.
- Responsible for the delivery, set up and/or take down of weddings and events, including the manual handling of chairs, tables and equipment; and the cleaning and preparing of event spaces.
- Work with the Weddings, Corporate and Experiences Team to deliver at least two wedding open-day events per year (e.g. Spring and Autumn).
- Maintain strong relationships with key partners, including the in-house caterer, Olive Tree Catering.
- Support the development of social media content in collaboration with colleagues.
- Support and communicate with the other Wedding, Corporate and Experiences Officers on a regular basis to ensure a joined-up and effective working partnership.
- Liaise with internal teams (facilities, catering, curatorial, front of house) to coordinate logistics and event delivery.
- Occasionally conduct viewings with potential clients, showcasing the venue.

**Person Specification**

**Essential**

- Excellent team working skills and a 'can do' attitude
- Ability to work outside of standard working hours, including weekends and late at night.
- Excellent organisational and multitasking skills, with strong attention to detail.
- Confident communicator with outstanding interpersonal and client care skills.
- Ability to remain calm and solutions-focused under pressure.

- Willingness to work flexibly, including evenings and weekends, to support event delivery.
- Good time management skills.

**Desirable**

- Experience of delivering wedding, events or corporate experiences.
- Experience in a cultural, heritage or unique venue setting.
- Experience in sales, marketing, or client relationship management.
- Familiarity with the weddings and events marketplace, and experience using sales platforms like BrideBook.
- Familiarity with social media and producing content.
- Experience of coordinating operational delivery across multiple departments or teams.

**Team Responsibilities (Applicable to all staff)**

- Ensure the health, safety and wellbeing of yourself, colleagues and visitors at all times.
- Act as a positive ambassador for the museum and charitable trust.
- Undertake safeguarding and first aid training.
- Assist with cleaning and preparation of internal spaces for daily opening and events.
- Work collaboratively with colleagues and volunteers to provide a welcoming and inclusive visitor experience.
- Treat colleagues and volunteers with respect to foster a supportive and trusted working environment.
- Support the Trust's commitment to sustainability by recycling and encouraging eco-friendly practices.
- Carry out other duties that may reasonably be required in line with the level and nature of the role.

**Staff Benefits**

- Generous employer-contributed pension scheme
- Free on-site parking
- Access to training and development
- Staff discounts in café and shop
- Invitations to staff events
- Opportunity to work in a unique historic environment