



## **JOB DESCRIPTION**

Job Title: **Events Administrator**

Reporting to: Group Operations Director

Status of Post: Temporary (approx. 8-month contract starting October 2024)

Hours of Work 36.5 hours per week

### **Main Duties and Responsibilities**

- General administration including emails, letters, minutes and invoices.
- Co-ordinating the catering vendors at the Society's three Shows. This includes invoicing and collecting appropriate paperwork and payment prior to the events.
- Obtaining quotes and preparing contracts for the event contractors and service providers, including collecting the appropriate paperwork prior to the Show build commencing.
- Assisting with trade stand invoicing.
- Co-ordinating several Show competitions including the Balmoral Show horticultural competition.
- Administering event group bookings.
- Administration for the Operations Department including keeping various maintenance and servicing manuals up to date.

- Inputting results online on event days.
- Assisting with compiling rosettes and various event packs.
- Assisting with the administration for the Eikon Exhibition Centre events.
- General admin for the Group Operations Director as and when required.
- Working closely with the Operations Manager on the admin for the planned maintenance of the Venue.
- Setting up meeting rooms and ensuring catering is organised if required.
- Managing the Society's 'info' email account and responding or forwarding emails as required.
- General administration as and when required.

