



BUTLEY PRIORY

Part-Time Events Manager - Butley Priory, Suffolk

Butley Priory is seeking a part-time Events Manager to start as soon as possible, ahead of a busy season of weddings.

The historic Butley Priory is home to a family business; an established wedding venue with 20 bedrooms set across four characterful properties which are also used for holiday stays. We are looking for someone hands-on, capable, and energetic to support our team.

You will report directly to the General Manager. On event days, your role will be supported by a freelance Event Assistant, as well as freelance personnel in the form of our bar team.

Place of Work

The Events office at Butley Priory is the place of work, with normal working hours being weekdays 9am-5pm. On event days at Butley Priory itself, you will be expected to work the hours necessary to complete the job, with the expectation that these will average 9+ hours and most usually at weekends. You will offer flexibility in the days that you work in the office, working according to the demands and requirements of the role.

Hours

This part-time role is for 24 hours per week, made up of 1.5 days office-based and 1.5 event days at Butley Priory.

Direct responsibilities

- Liaising with clients who have booked their wedding at Butley Priory via email, telephone and any app-based message services.
- Hosting planning meetings (either in-person or online) and ensuring that action points are followed up in a timely manner.
- Maintain an accurate function sheet for each wedding/event that you are assigned.
- Responding to new wedding enquiries and following up efficiently and in a timely manner.
- Accurate and adequate preparation for each wedding/event that you are assigned. This will include liaising with housekeeping and maintenance staff to ensure that the properties are prepared and presented to a very high standard.
- Liaising with all wedding suppliers contracted by the client in advance of the wedding/event, to ensure a seamless and well-managed event on the day.
- Engage with members from our pool of bar personnel to ensure you have adequate staffing for each wedding/event that you are assigned & confirm all details of the event to them.
- Ordering stock for drinks packages and the bar, considering any requests from the client.
- Being available as a point of contact for client 'check-in', usually the day before each event that you are assigned. This will involve a meet & greet with the client, assisting with pre-wedding checks and being helpful & reassuring to the client and their families.
- Maintaining good communication with all members of the Butley Priory team.



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You will be comfortable working independently and together as a team to ensure weddings and events run smoothly and exceed our guests' expectations. As well as previous event experience and an interest/passion for weddings, you will have great customer skills with a personable, approachable style.

Essential Skills

- Excellent computer skills
- Effective verbal and written communication skills
- High efficiency, organisational and time management skills
- Excellent attention to detail and accuracy
- Flexible work schedules
- A positive attitude and willingness to learn
- Ability to lead and be responsible for 120+ wedding guests
- Be first aid trained
- Own a clean and full driving licence
- Previous events experience preferred

Salary

- £27,000 - £32,000 (pro-rata) depending on experience

Benefits

- Pension & SSP

Application

Applications will be treated with the strictest confidence and should be submitted with a full CV and one page covering letter to donna@butleypriory.co.uk or via post marked Private and Confidential to General Manager, The Events Office, Butley Priory, The Clumps, Suffolk IP12 3NR

Closing date for applications: 31st January 2024