

**Job Title:** Venue Consultant

**Department:** Project Management

**Based:** Hartlebury

**Reporting to:** Operations Manager

## **REMUNERATION**

Agreed as per contract of employment.

Bonus & pension contribution scheme as outlined in your contract of employment.

## **PURPOSE**

To research the best venues and resources that meet the client's brief and create tailor-made proposal documents along with accurate cost tables.

## **PRINCIPLE DUTIES**

- To find venues throughout the UK and worldwide
- Keep updated on venue and product knowledge through visiting venues and related exhibitions
- Negotiate with suppliers to achieve the very best rates and added value deals
- Prepare venue and product information documents including accurate cost tables
- Be a supplier liaison
- To carry out any reasonable request by the department Director and Manager
- To report to Clients / Project Managers / Directors as required

*This list is not exhaustive, and you will be expected to work flexibly and undertake other such duties as the management may from time to time reasonably require.*

## **EXPERIENCE**

- Good venue knowledge in the UK and Worldwide
- A knowledge of event organising and operations
- Knowledge of hotel operations
- Minimum of 3 years' experience of International and UK venue sourcing

## **SKILLS**

- Good keyboard and computer skills with Microsoft Office (Word, Excel and Outlook)
- The ability to work with figures in order to issue accurate quotations
- Strong negotiation skills
- Good organisational and time management skills with the ability to prioritise workloads
- Ability to work independently and to 'think outside the box'
- Positive, friendly attitude
- Excellent attention to detail
- Excellent communication and inter-personal skills
- Flexible attitude to working hours
- Foreign language skills would be an advantage

#### **OTHER REQUIREMENTS**

- Able to travel throughout the UK and overseas
- Driving licence

#### **DATA SECURITY**

At all times you must work within the guidelines set out in the **DRPG** Information Security Policy and your Employee Confidentiality Agreement. Failure to do so will be deemed as gross misconduct.

#### **FURTHER NOTES**

The role will be based primarily in our Worcestershire head office. There will rare occasions when this role will require you to work from the company's other offices. You will be expected to work flexibly and undertake other related commercial duties both in the UK and overseas as the company may from time to time reasonably require.

At all times you must work within the guidelines set out in **DRPG** Health & Safety Policy and Employee Manual.

#### **THE COMPANY**

Established in 1980, we're one of Europe's most experienced and largest, fully integrated, award winning communications agencies. From the strategic communication consultancy, to our complete in-house production facilities for digital media, video, events & print, we deliver to companies of all sizes that span a wide range of markets.

***DRPG** is an equal opportunities employer.*