



Job Description

Title:	Events Staff (Small Meetings & Events)
Reporting to:	Deputy Chief Executive (DCE) Operations
Job Purpose:	Responsible for the set-up of rooms for small meetings and events to the highest professional standard exceeding Clients expectations and delivering an excellent Customer Experience

Key Responsibilities:

1. Responsible for the physical set up and presentation of rooms for small meetings and events. This will include all items such as furniture, AV and PA equipment.
2. Liaising with the operations team regarding meeting and small event manifests and ensuring everything is in place at the required time for the Client.
3. Working with the RDS Events Store person for small meeting and small events requirements and ensuring all items delivered are returned in the same condition, reporting any damage to the Events Store person.
4. Responding to Clients needs in a timely and professional manner ensuring any issues are escalated where required to the DCE Operations.
5. Participate in any other RDS projects, events or activities as directed by the DCE Operations and/or other persons nominated by him.

Person Specification

Personal Attributes

- Hands on, practical person who can take instruction easily.
- Flexible and adaptable person, capable of meeting work demands, on occasion at short notice.
- Self-reliant person who can operate independently, work on his/her own initiative but is also a good team player.
- Presentable front of house person with a good manner and excellent customer service standards.

Qualifications

- Manual handling training/certification.
- Safe Pass certified.

Experience

- Previous experience of setting up for events preferable.
- Working knowledge of AV equipment

Skills

- Good customer service skills
- Clean, current driving license

Note: This role is event driven and will involve some early starts/late finishes as well as evening and weekend work, on occasion at short notice.