

BLLENHEIM

JOB DESCRIPTION

Job Title: Event Host
Department: Operations (Events Team)
Reports to: Events and Hospitality Manager/Deputy Events & Hospitality Manager

Summary of role: Reporting to the Events and Hospitality Manager, the Event Hosts will be part of an active and dynamic team who work across a variety of events at Blenheim Palace.

The role includes assisting the team with a range of activities including supporting the events, setting up and breaking down, maintaining, and preparing equipment, assistance with setting up rooms, working the events & helping to improve.

Tasks & Responsibilities:

- Setting up daily function rooms with tables, chairs, AV equipment, stationary and any other equipment as client requires
- Car Parking, Marshalling and Traffic Duties
- Meeting and greeting guests with a warm welcome
- Assisting with cleaning duties in the function rooms, palace and around the site
- Protecting interiors and collections from damage
- Maintaining & taking inventory of events equipment
- Maintaining highest standards of Health & Safety in accordance of our policies and procedures

Skills & Knowledge:

- Good time management and organization skills
- Excellent communication skills
- Ability to work in a demanding and busy area
- Sets and maintains very high standards of delivery
- Problem Solving

Person Specification:

- Flexible/Adaptable in approach to work
- Pro-active approach to work
- Good attention to detail
- Driven to complete tasks above expectations
- Positive, friendly attitude and a team player

Cur Culture:

At Blenheim, we are passionate about providing an environment for our employees to develop their skills, try new ways of learning and encouraging their talents to flourish. Our Blenheim Behaviours are shared by all and are an important aspect of joining the Blenheim Team.

- Relish a New Challenge Everyday
- Keep Our Promises
- Show Honesty with Kindness
- Share a Sense of Belonging
- Make History