



## **Event Manager**

Asia House is an independent think tank and advisory service. We work with companies and governments in Asia, the Middle East and Europe, facilitating high-level dialogue, providing business and market intelligence, and driving commercial outcomes.

Situated in a Georgian townhouse in central London, Asia House's also runs a thriving Venue Hire business. The Grade II listed building, which includes three grand Fine Rooms, Library, and a museum standard Gallery, is made available to clients for functions ranging from conferences to receptions.

### **Role description**

Asia House is looking for a motivated Event Manager to work in the Venue Hire department of Asia House. The successful candidate will be expected to build the Venue Hire business alongside the Director of Events.

This is a hands-on role - the Event Manager will be expected to pitch in to ensure smooth running of events. This means everything from re-organising chairs to greeting guests and preparing and serving drinks if required.

The Event Manager needs to be prepared to work flexible hours. The role will include morning, evening and weekend work as required. When not actively managing an event, the successful candidate will be focused on selling the available space and expanding our client base.

### **Main responsibilities**

- Running the event process from start to finish ensuring, all deadlines are met and events are run successfully
- Meeting with clients for show rounds and appointments when necessary and ensuring all information is recorded
- Maintaining regular contact with clients in order to retain and grow the accounts of our existing client base
- Managing contracts and invoices for all events
- Writing proposals and function schedules to ensure client requirements are communicated correctly
- Actively selling the venue to potential new clients and generating leads/new business through event venue shows
- Overseeing annual budget and recording revenue for all events
- Supporting other colleagues as required

### **Skills and Experience**

- Event management experience
- Team player with a hands-on approach
- Results driven with a positive attitude

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- Proven client handling, negotiation and closing skills
- Experience of working in a fast-paced demanding business environment
- Excellent interpersonal skills with the ability to communicate effectively and professionally with a wide range of people and at all levels
- Effective at developing relationships and working collaboratively
- Attention to detail

### **Desired**

- Event sales experience
- Account management experience

### **How to Apply**

Please send a cover letter and your CV, to [recruitment@asiahouse.co.uk](mailto:recruitment@asiahouse.co.uk)

### **Remuneration Package**

- Salary: up to £30,000
- Annual Leave: 25 days + Bank Holidays
- Life insurance
- Pension
- Private medical and dental insurance