



Senior Events 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 highly motivated Senior Events 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 involves acquiring new business, planning events alongside clients, executing the events, and handling invoice procedures.

This is a hands-on role - the Senior Events 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 Senior Events 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, expanding our client base, and planning upcoming events.

Main responsibilities

- Building the Venue Hire business - actively selling the venue to potential new clients and generating leads through event venue shows.
- 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 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.
- Overseeing annual budget and recording revenue for all events.
- Management of the Events Manager, who is the direct report to the Senior Events Manager.
- Support for and management of the waiting staff and reception teams to ensure smooth running of the building at all times.



Skills and Experience

- Demonstrable experience in a senior event management role for a minimum of 1 year.
- Team player with a hands-on approach
- Results driven with a positive attitude
- Proven client handling, negotiation and closing skills
- Experience of working in a fast-paced and 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
- Event sales experience
- Account management experience

Contract type: Full-time, permanent (subject to a six-month probation period)

Salary / package: Competitive, commensurate with experience.

Location: London

Applicants should send a cover letter, CV and salary expectations to recruitment@asiahouse.co.uk by COP on 12 August 2024.