

Yorkshire's Winter Wonderland – Event Manager

York's multi-award winning Christmas attraction returns this November celebrating its twelfth successive season in the historic city.

Located outside York Designer Outlet, Yorkshire's Winter Wonderland, promises to sprinkle some Christmas magic with its popular outdoor ice rink, traditional fair rides, Santa's Grotto and many other festive treats along the way.

A unique opportunity to work on one of the best temporary events in the area alongside a fun team of people within a fast paced company. One for your future CV without doubt!

Event Manager

Job Specification:

To manage the operation of a fun and festive outdoor ice rink with an onsite café and fun fair.

Your duties will include:

- Pre-production organising of the event alongside the Executive and Associate Producers. Confirming suppliers and overseeing the budget.
- Overseeing the marketing schedule for the event.
- Managing a team of up to 20 people on site - scheduling rota's, checking staff are on time, organising cover if needs be, managing lunch breaks.
- Communicate between all staff and other management throughout the site (PapaKitchen Café, Box Office, Skate Marquee, on the Ice and within the fun fair)
- Open up the site in the morning and closing in evening.
- Checking the site before opening for any damages etc.
- Being a designated first aider (qualification available through work)
- Being the point of contact for customer complaints and incidents.
- Managing the money onsite throughout the day.
- Cashing up two tills and recording sales at end of day.
- Managing onsite administration
- Undertaking general event duties.
- Managing on site bookings.
- Available to visit the Lunchbox head office to manage YWW bookings and telephone enquiries if needed.

Period of employment:

From October 2016 to January 2017.

Full time hours

Wage

Competitive Rate of Pay which will be paid on a weekly basis.

Minimum hours per week: 40 / Maximum hours per week: 60