



TRINITY COLLEGE

UNIVERSITY of OXFORD

Job Description

Head of Events

Key Responsibilities

Managing a small team, the post holder will be responsible for all events taking place across the College, this includes the effective coordination of Levine Building events. Trinity events can range from meetings, conferences, music and theatre events through to weddings, drinks parties and Summer schools.

A key element of the role is the pro-active development of commercial revenue, while balancing the requirements of the College community through the effective planning of “internal” events.

Specific Duties

Event Management:

1. Working with colleagues across the College and University to promote the College as an attractive venue for commercial hire.
2. Providing the highest level of service to prospective clients (both internal and external) by offering comprehensive information, professional showrounds, quotes and pro-actively following up enquiries.
3. Collating information for relevant departments i.e. Kitchen, Dining Hall, Lodge, Accommodation, Bar, Gardens/Grounds and the Bursary. This includes special dietary requirements, accommodation requirements, staffing requirements, use of gardens/grounds, access to facilities and invoicing.
4. Ensure the highest standards of service from initial enquiry through to contracting and final invoice.
5. Management of the events diary to ensure effective planning and organisation across the calendar. This includes regular communication of the events diary/relevant events to various departments.
6. Ensuring a professional and customer focused service to our Summer school clients, including the recruitment and management of a Summer Schools assistant and the allocation of teaching rooms/student accommodation.
7. Work closely with the Accommodation Manager on all elements of Events planning, and in particular, to take responsibility for the effective allocation of rooms during vacation periods.

Revenue Generation:

8. Working with the Conference and Events Officer to pro-actively develop commercial revenue for all Trinity event spaces, including the Levine Building.

This includes the development of positive relationships with partners including Conference Oxford, along with the development and management of pro-active sales campaigns as required.

Financial Management:

9. Working closely with the Domestic Bursar to agree annual budgets and financial targets for the Conference and Events department.
10. Actively working with the team to ensure that commercial revenue is continuously developed, while carefully managing costs.
11. Working closely with the Domestic Bursar and other colleagues to regularly review pricing, menus, wine lists and other elements of our offer.

People Management:

12. Line management of the Conference and Events Manager and Officer, ensuring effective recruitment, training, regular communication, appraisal and ongoing development.
13. Support the work of the Conference and Events Manager, who will manage a small team of staff (ushers to manage audience safety) who resource the Levine Building. This includes recruitment, training, managing performance, rotas, and the management of staffing levels which are appropriate to the type of event.

Health & Safety Management:

14. With support from the H&S Consultant, the Clerk of Works and Domestic Bursar, carry out a regular review of all Event risk assessments, including the management of audience safety in the Levine Building.
15. Carry out full implementation of any revised H&S policies as required. This includes training of staff, and monitoring safety standards to ensure consistency.

General:

16. To assist with the organisation of a number of college dinners and events, working closely with the President's EA and the Academic Office as required.
17. To assist with all elements of the CABS booking system, including allocating accommodation and meeting rooms, ensuring that information is fully recorded with a high level of accuracy and attention to detail.
18. Effective use of events software, to ensure a high level of planning and organisation at all times. Assist with any projects to implement new events and accommodation software as required.