

# Events Executive

## Candidate Pack

[harewood.org](http://harewood.org)

Photo credit Lee Beel



## **ABOUT HAREWOOD**

Harewood House Trust is an educational charity which engages around 250,000 visitors every year through our outstanding collections – including the House, Art & Gardens – with a 30-year commitment to contemporary programming that links them. It is one of England's finest 18th century country houses, with a magnificent collection of fine and decorative arts; an accredited museum, with a nationally designated collection, it is also the family seat of the Earl and Countess of Harewood.

As an educational charitable trust, Harewood's key objectives are:

- to preserve for the benefit of the public the House, Gardens and Collections
- to promote the study and appreciation of the arts and sciences
- to provide facilities for recreation.

Alongside the care, conservation and interpretation of the core collection, Harewood runs a series of innovative exhibitions of contemporary as well as historic art. The Trust also has a commercial arm that manages its trading operation including major outdoor events, conferences, corporate functions, fine dining, cafés and other retail and food outlets throughout the site.

In 2021, Harewood celebrated 250 years since the House was completed. The Trust has great ambitions for Harewood's future, as well as celebrating its fascinating past, including working on a potential masterplan to ensure Harewood's conservation, its longevity and its relevance to audiences today.

## EVENTS EXECUTIVE

<b>Responsible to</b>	Events Manager
<b>Responsible for</b>	n/a
<b>Contract</b>	Permanent contract
<b>Hours</b>	40 hours per week, worked 5 days over 7, including weekends & Bank Holidays
<b>Salary</b>	£29,000 per annum

### **Main purpose of the role:**

To drive income generation through proactive and reactive sales, while leading the planning and delivery of allocated events, filming and venue hire activity. The Events Executive role will also support wider business development and contribute to the continued growth of the Trust's commercial programme.

We are seeking an Events Executive to join our commercial team at an exciting time of growth and development. Reporting to the Events Manager, you will play a key role in maximising income through commercial hire, filming, and outdoor events across Harewood House Trust.

This is a varied role combining sales, planning, and operational delivery. You will lead on allocated projects from initial enquiry through to execution, ensuring all events and filming activity are delivered to the highest standards. You will also build and maintain strong relationships with clients, partners, and stakeholders, while contributing to the ongoing development of the Trust's commercial offering. Our ambitious events programme generates vital income to support the charity, ranging from large-scale public festivals and filming productions to corporate hire and private bookings. The Events Executive will play an integral role in ensuring the successful delivery and ongoing development of this diverse and high-profile programme.

### **Key Results Areas:**

- Lead on the sales, planning, and delivery of allocated venue hire, outdoor events and filming projects, from initial enquiry through to completion
- Lead on the planning and delivery of the Christmas Markets, ensuring events are delivered within set budgets, and deliver a high-quality experience for both visitors and traders
- Actively generate sales in line with KPIs to meet agreed income targets
- Manage event budgets effectively, ensuring all income and expenditure is accurately recorded, monitored, and reported in a timely manner
- Maintain systems to accurately track client communications, ensuring timely follow-up and high standards of service
- Prepare and manage all required documentation including contracts, invoices, event reference documents, event safety management plans and risk assessments etc
- Support the business development of venue hire, identifying new opportunities and markets
- Actively identify and participate in networking events, trade shows, and industry engagement to promote the Trust and drive sales

#### Events Executive - Candidate Pack

- Build and maintain strong relationships with internal teams, clients, suppliers, and external partners and stakeholders, ensuring clear and open communication at all times
- Support the Events Manager in the delivery of large-scale events and filming projects in collaboration with third-party promoters and organisers
- Ensure all events and filming activity comply with Trust policies, licensing requirements, and relevant legislation
- Deliver excellent customer service and uphold high standards across all activity
- Promote the Trust's corporate membership scheme to prospective client.

**PERSON SPECIFICATION**

E = Essential, D = Desirable

Previous experience within an events role	E
Experience in reactive and/or proactive sales, with a track record of meeting targets	E
Confident at networking and building professional relationships	E
Highly organised with impeccable attention to detail	E
Strong administrative and organisational skills	E
Strong customer service ethos	E
Ability to manage multiple projects at once, prioritise effectively and meet deadlines under pressure	E
Proactive with solutions focussed approach	E
Ability to work both independently and as part of a team	E
Competent IT and database management skills	E
Full clean driving licence	E
Hold a valid Emergency First Aid at Work qualification	D
A commitment to equality & diversity	E
A comitment to working in the charity sector	E
An interest in or appreciation of the arts/culture/heritage	D

## **OUR VALUES**

Caring – demonstrate quality in your own work, showing support for those around you, respecting audiences and colleagues, showing empathy

Together – showing a commitment to team work, collaboration, belief in an organisation's mission and vision, living brand values

Adventurous – demonstrate energy and zeal in your attitude to work, being proactive, having a curious mind, being confident in your decisions, embracing innovation

Challenging – showing a commitment to high standards with rigour in your own work, learning from every opportunity, proactively questioning to ensure best results



## CONTRACT TERMS & BENEFITS

<b>Contract</b>	Permanent Contract
<b>Probation period</b>	3 months
<b>Notice after probation period</b>	1 month
<b>Annual leave entitlement</b>	25 days plus bank holidays, rising by a day after each year of service in your first three years up to 28 days (pro-rata for part-time employees)
<b>Location</b>	Harewood House Trust, Harewood, Leeds, LS17 9LG. Harewood is 7 miles outside of Leeds and accessible by public transport: <a href="http://goodjourney.org.uk/attraction/harewood-house/">goodjourney.org.uk/attraction/harewood-house/</a>
<b>Employee benefits</b>	Enhanced maternity, paternity and adoption entitlements; Enhanced sick pay entitlements; Employee Assistance Programme; Death in Service benefit scheme; Access to complimentary passes for other Treasure Houses of England + Yorkshire's Great, Houses, Castles & Gardens properties; Staff discount in onsite cafés + retail outlets; Vouchers for a free eyesight test for Display Screen Equipment users; Free parking.
<b>Pre-work checks</b>	Two satisfactory references Evidence of right to work in the UK

## **FURTHER INFORMATION**

If you would like an informal discussion about this role, please contact [recruitment@harewood.org](mailto:recruitment@harewood.org)

## **NEXT STEPS & HOW TO APPLY**

Please submit an Application Form and Equality & Diversity Monitoring Form before the closing date to [recruitment@harewood.org](mailto:recruitment@harewood.org). In the email header, please state the role you are applying for, 'Events Executive'.

Harewood House Trust is a [Disability Confident Employer](#) and any applicants who identify as disabled and meet the essential criteria will be offered an interview. If you would like to declare you have a disability in order for this to be taken into consideration, or if you require any reasonable adjustments for any part of the recruitment process, please let us know.

**Closing date: 12.00 noon on the 14th May 2026**

**Interviews: Date is to tbc**

Thank you for reading this pack. We look forward to hearing from you!





For more information please contact  
**Lou Best**  
People Manager  
[recruitment@harewood.org](mailto:recruitment@harewood.org)



**HAREWOOD**

Registered charity in England no 517753

**harewood.org**