



JOB DESCRIPTION

ACCOUNT MANAGER: VENUESEEKER

OVERVIEW

The Concerto Group is one of the UK's leading event services companies. A £30 million+ business, employing over 120 full time staff, the Group is comprised of 16 brands that provide event management, venues, catering and event services.

Venuesseeker is a free venue finding service and sits within the Bespoke team (Venuesseeker, Eventwise and Mask). Venuesseeker is tasked with acting as a lead generator for each of the different group divisions and also acting as an independent venue broker.

We currently have a fantastic opportunity for an event professional at Account Manager Level or above with experience to join and lead Venuesseeker. The ideal candidate will be looking for a challenge, have 3+ years' experience and is ready to take ownership and grow this exciting, fast-paced business. The person will work closely with the Head of Bespoke, who will oversee the general running of the brand alongside the other Bespoke divisions. The Account Manager will be responsible for the division day to day.

KEY RESPONSIBILITIES

General

- Excellent venue knowledge across London with a hunger to seek out new and interesting spaces
- Strong negotiation skills to secure best commission rates for the business
- Responsibility for managing your own projects and workload
- Accurately log and manage the enquiries through the in-house system
- Attend showcases to ensure they are aware of new venues
- Keep up to date with industry news

Enquiry management

- Ability to filter and qualify enquiries quickly to maximise every opportunity
- Skills and knowledge to quickly respond to clients and venues in a professional manner throughout the enquiry management process
- Sales mentality with the experience to ensure briefs are met and jobs are secured in a timely manner
- Enthusiasm and the desire to put their own stamp on the role and grow with the business
- Budget control of events including invoicing to clients and from suppliers
- Ability to deliver the best response to a client brief, while also considering the best interests of the group

Marketing

- Work closely with the marketing team
- Host regular client showcases for the group venues and beyond to generate leads for Venueseecker and beyond
- Conduct competitor analysis to be aware of what other venue search sites are doing so we can keep ahead of the crowd

Business development

- Desire to take on a venue search site and manage it day to day
- Someone who would relish the opportunity of taking on the challenge long term
- Deliver £100,000 in revenue to the business in the first year, with the support of a junior team member (to be appointed with support from the successful Account Manager)
- Venueseecker currently processes around 20 enquires a week and the ambition is to deliver around 85 events this year
- Enthusiasm to grow the brand in line with the business vision – adding one new team member per year and £100,000 per person of revenue to the business each year
- Build the Venueseecker Black portfolio, launching new and exclusive venues first to London through the power of your network

PERSON SPECIFICATION:

- Hunger to manage a venue search brand and make it the market leader
- Ability to juggle heavy workload and handle multiple briefs concurrently
- Creative approach to marketing to help the brand stand out from the crowd
- Ambitious with a keen interest in venue search
- Excellent knowledge of London venues
- Strong negotiation skills to ensure best commission rates are secured
- Sales mentality
- Excellent organisational skills and attention to detail
- Well presented
- Excellent written and verbal communication skills
- Confident and personable
- Performs well under pressure
- A team player with a professional attitude