



GOODWOOD

The Role

The **Motorsport Exhibitions Event Planner** will be part of the **Exhibitions team** and report to the **Exhibition Sales Team Manager**.

About us

Goodwood is a quintessentially English estate, set in 12,000 acres of rolling West Sussex countryside. Rooted in our heritage, we deliver extraordinary and engaging experiences in modern and authentic ways. But what really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes Goodwood the unique place it is.

Passionate People

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Goodwood. We look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for Goodwood to be **‘the home of exceptional experiences’**.

Our Values

The Real Thing

Always inspired by Goodwood’s heritage

Derring-Do

Daring to surprise and delight

Obsession for Perfection

Striving to do things *even* better

Sheer Love of Life

Sharing our infectious enthusiasm

Purpose of the role

To oversee the planning and operations of the Exhibitions department during the headline motorsport events - Members Meeting, Festival of Speed and the Goodwood Revival. To assist the Exhibitions team with the administrative and operational tasks which arise during the day to day running of the department, using multiple software systems and adhering to strict processes.

Key responsibilities

- Sending booking confirmations once a contract has been received from the sales team
- Invoicing all clients and ensuring payment has been received
- Reconciliation of all income
- Reporting daily finances to Central Finance
- Sending tickets and wristbands out to clients ahead of the events
- Ordering event equipment
- Contractor liaison and overseeing build schedules on event
- Client liaison for the operations of the event
- Assisting the sales team as and when required
- Overseeing breakfast club bookings

Qualities you will possess

- Passion for what you do
- Positive and friendly with a “can do attitude”
- Attention to detail
- Ability to prioritise and organise
- Proactive
- Take responsibility for yourself
- Confident to make decisions and to stand by them
- Good negotiation and influencing skills
- Excellent communicator
- A sense of fun!

What do you need to be successful?

- Experience of working in a role which has required multi-tasking
- Have a hands-on approach
- Works well under pressure