**Job Title:** Events & Wedding Internship

**Reports to: Wedding & Functions Manager**

**Length of internship:** 9 months

Gilbert White & The Oates Collections is offering an exciting opportunity for you to become a key part of our events and weddings team as an intern. The role will provide you with experience that can help build your CV and confidence. All travel and lunch/supper is provided over the 9 months. Formal training will be provided based on the age and experience of the successful candidate. The role requires a degree of flexibility and will involve some evenings and weekends.

**Purpose of role**

To assist with the day to day tasks of the events and weddings department, including developing and delivering events, developing relationships with suppliers and providing excellent customer service for clients. The role will give you experience in:

* Wedding, function planning organisation from the initial enquiry to the final completion.
* An understanding of current relevant legislation that affects planning an event, function or wedding such as the Licensing Act 2003
* Working with volunteers and other staff to ensure the successful completion of a function, wedding or event.
* Developing excellent customer service

**Main duties:**

**Assisting the event, function and wedding team in delivering the museum’s events program alongside the weddings and other private functions**

* Answering phone calls and emails from new and existing suppliers and clients.
* Contacting wedding directories and managing existing online listings
* Organising and delivering ‘show rounds’ for wedding couples and other private hires
* Creating invoices, contracts and function sheets for functions and weddings and where applicable events.
* Communicating with other departments to ensure that events, functions and weddings fit in with the rest of the museum’s commitments.
* Physically setting up events, functions or weddings as required.
* Ensuring that all items agreed upon in the hire are present, in the correct format and safe to use.
* To assist with the running of the event, function or wedding with a view to running an event once experience is gained
* Completing event pro formas where applicable to help the delivery of planning and organisation of an event.
* Completing risk assessments where applicable.
* Completing budget reports/updates
* Attending wedding fayres, hosting stands with other team members

**Other duties:**

* Working with volunteers and other staff on events, functions and weddings
* Ordering items from suppliers.
* Assisting with general upkeep of events and weddings equipment
* Evaluating events and producing reports to show feedback

**Skills required:**

Essential

* Excellent people and communication skills
* Approachable personality
* Ability to work both independently and as part of a team
* Experience using all Microsoft office programs
* To be physically able to complete the tasks required in setting up an event, wedding or function.

Desirable

* Experience in a customer service role (either paid or voluntary)
* Understanding of planning and delivering events
* Interest in the wedding industry/ wedding planning