



Events Manager

We are looking for an events manager to join our team. The ideal candidate is someone skilled in every aspect of running an event, from the initial enquiry through to the service management on the day. You must be friendly and personable, with a passion for building relationships with clients and providing attentive, high quality service. Ideally you will have experience managing a team of front of house staff for a multitude of different events. This role also encompasses an element of business development, so you must be creative with your ideas on how we can grow and develop Parlour into a thriving events management company. As this is a new role, we are looking to build around the perfect candidate so we are open to discussion on salary.

Core attributes we are looking for:

- Dedication to providing excellent hospitality.
- Excellent attention to detail.
- Excellent time management and organisational skills.
- Experience of managing bookings and guest relations.
- Experience in managing an event service to an incredibly high standard.
- Experience in managing a team of waiting and bar staff.
- Some experience in stock control including ordering and stocktaking.
- Some understanding of the financials; including end of day reporting.

We are committed to creating an exciting and rewarding working experience for all our team members. Parlour is a new business, having only launched in May 2022, it is an ever-developing project, so the potential for personal growth and career development is huge.

What we offer:

- Excellent salary package [to be discussed]
- 28 days holiday per year
- Christmas Day & Boxing Day off
- 50% staff discount on food at Heritage Restaurant
- 40 hours per week maximum
- 5 days on 2 days off – your working week will usually be Wednesday – Sunday but is dependent on the events calendar.
- Career progression and training

Parlour is all about creating memorable experiences for our guests and we need the right people to make this happen. Please get in touch with Hannah at hannah@parlour.events with an up-to-date CV and cover letter.