

PERSON SPECIFICATION

POST TITLE: SALES & EVENTS CO-ORDINATOR

Qualifications/Experience/Skills	Essential or Desirable
Experienced events coordinator with a successful track record within the hospitality sector.	E
Sales and marketing skills	E
Excellent client management and negotiation skills	E
Effective communication skills, both written and oral.	E
The ability to problem-solve and demonstrate diplomacy	E
Effective organisational skills.	E
Experience of working to budgets in a target driven environment.	E
Ability to build effective relationships with a wide range of people internally and externally.	E
Excellent IT skills.	E
Commitment to Equal Opportunities and anti-discriminatory practice.	E

Additional information

As part of the job role the holder may have to work on occasional evenings and weekends to support delivery of events	
The job holder will be required to travel to different Tyne & Wear Archive & Museum Venues during the working week. All venues are easily accessible by public transport.	