

PERSON SPECIFICATION

POST TITLE: ASSISTANT SALES & EVENTS CO-ORDINATOR

Qualifications/Experience/Skills	Essential or Desirable
An interest and enthusiasm for developing a career in events within the hospitality sector.	E
Awareness of sales and marketing tools and techniques	E
Experience of working in a customer facing environment delivering a high level of service	E
Ability to develop 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
Good numeracy skills	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.	