



HELLO@LILYJONESEVENTS.CO.UK

WWW.LILYJONESEVENTS.CO.UK

MOB: 07583 380573

OFFICE: 01233 640342

# Event Manager (Wedding Fayres)

## JOB DESCRIPTION

CONTRACT: FREELANCE

Lily Jones Events are recruiting Freelance Event Managers for their highly successful UK-wide Quirky Wedding Fayres in order to bring the fayre to new locations.

## ABOUT THE FAYRE

[The Quirky Wedding Fayre](#) brings together the most unique wedding suppliers under one roof to help make weddings that are truly one of a kind for alternative brides and grooms. The Quirky Wedding Fayre is a part of the '[Quirky Weddings](#)' which includes our bi-annual Quirky Weddings Magazine & Quirky Wedding Shop.

We handpick a talented bunch of wedding professionals who all offer something different from the standard wedding packages to exhibit at our fayres which are always held at a quirky wedding venue.

Standard tickets to all our fayres are free. VIP ticket holders can enjoy a glass of bubbles and a goody bag while they browse everything you have to offer. Fayres are usually on a Sunday and run from 11am-3pm. The general atmosphere at our fayres is one of fun and quirky-ness with performers, décor and live music. [To see one of our fayres in action click here.](#)

## ABOUT THE ROLE

We want to take the Quirky Wedding Fayre all around the UK and to help us achieve that we hire freelance event managers who are responsible for organising fayres in their dedicated and exclusive area of the UK.

## KEY RESPONSIBILITIES

- finding suitable venues and handling negotiation, liaison, and logistical organisation with the venue's event coordinator
- reading through exhibitor applications and selecting suppliers to exhibit
- assistance with social media promotion of the fayre
- creating schedules for the setup, running and clear away of the fayre
- hiring freelance fayre staff to help you with running the fayre
- reach out for free samples to add to goody bags
- packing of goody bags
- adding the fayre to wedding fayre websites & local event listings
- risk assessing your fayre and ensure all staff follow procedures





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- creating floorplans for the exhibitors with appropriate space allocated
- on the day coordination of your fayre including set up and clear away
- finding and liaising with suitable sponsors for your fayre
- budget management
- making decisions on offering complimentary or discounted stands depending on what the exhibitor is offering
- being the first aider for all of your events
- picking a theme for your fayre and organising décor to fit
- additional opportunities within the brand such as creating your own editorial photoshoots or writing articles for the magazine.

### WHAT YOU WILL RECEIVE FROM US

- personal email account @quirkyweddingfayre.co.uk
- your own designated area of the UK
- a full and extensive training session
- fully paid for food safety and hygiene for catering level 2 (online)
- fully paid for emergency first aid at work (EFAW) level 2 (online)
- any other training you feel you require (with prior agreement)
- handling and collating of all bookings of suppliers and tickets
- all marketing materials and artwork made for your fayre
- access to our social media account and help promoting your fayre
- all the merchandise items for goody bags sent to you to pack
- an event managers start up pack which includes: a first aid kit, 4x branded t-shirts, 4x high vis vests and a manager's lanyard
- a friendly and fun team to be a part of with help and assistance all the way. Although you are freelance and working remotely, organising your fayre is still very much a collaboration and we are all working as a team to bring it to life. You will be taking the on-the-ground local role
- an annual team building day for all event managers full of fun activities, networking & training
- access to purchase any extra branded items to make your fayre extra special
- we will purchase all of the items you need for your fayre including the hiring of furniture, refreshments/lunch for exhibitors, any room hire fees, social media adverts and other print adverts. Putting on a fayre does not cost you a penny although you will be responsible for managing your budget for your fayre.

### PAYMENT

- 10-30% commission on all exhibitors booked for your fayres on a sliding scale depending on your sales targets.





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- opportunities to earn bonuses on each fayre
- paid in one lump sum via commission statement after each fayre

## PERSON SPECIFICATION

Event work is incredibly fast paced and demanding but also so rewarding. there are some essential and some desirable skills, knowledge and characteristics that we would require to perform this very important role. Please address how you have demonstrated these skills in your application.

### ESSENTIAL

- registered as self-employed (or willing to register) with HMRC and have a UTR number. You (or your accountant) are responsible for completing your own tax return
- previous experience of organising events
- GCSE in English & Maths at grade C or above (or equivalent qualification)
- excellent organisational and time management skills
- excellent IT skills including using applications such as Word & Excel
- excellent problem-solving skills
- experience in using social media in a professional manner
- experience of working with budgets
- excellent ability to work well with and integrate into a team
- excellent written and communication skills, with the ability to effectively respond to emails ensuring essential information is included and conveyed in a professional manner
- well presented with excellent interpersonal skills
- possess confidence, patience, politeness, tact, and diplomacy, when dealing with difficult situations
- ability to manage and prioritise your own workload
- access to a car as most wedding venues tend to be remote
- ability to run fayres on weekends
- able to remain calm in a busy and sometimes challenging environment, whilst handling competing demands
- access to a computer/laptop with internet access & phone to work from

### DESIRABLE

- formal qualification in events management or hospitality at any level
- first aid qualification
- food hygiene qualification
- qualification or experience in a sales role and/or negotiation





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- experience in a leadership role and management of a team
- experience in the wedding industry
- able to think creatively to be able to come up with new ideas to improve

If your application is successful then we will be in touch to arrange a telephone interview in the first instance, with a face to face interview to follow if you proceed.

If you have any questions about the role then please do feel free to contact Lily, Founder & Operational Manager on [lily@quirkyweddingfayre.co.uk](mailto:lily@quirkyweddingfayre.co.uk)

