



Blue Moon Event Design

Events & Sales Executive: Full Time (40 hours p/w)

**Fixed Term: 13 months Maternity Cover from October 2023 to
October 2024 inclusive**

Application Deadline: 20th August 2023

How to apply: Please send your cv and a letter telling us why you are ideal for the job to:
hello@bluemooneventdesign.com

Start Date: 18th September 2023, which includes 3 weeks of training and handover.

Salary: from £28,000 to £32,000 per annum (depending on experience)

Annual Leave: 30 days including stats

Hours of work: This is a full-time position, 40 hours per week, mostly 9am to 5pm but given the nature of the events industry it is essential that you are available to work occasional

weekends, public holidays, and the odd evening when required. Flexible working hours are possible.

Where: Our HQ is based in Finnebrogue Woods

26 Killyleagh Road, Downpatrick, Co. Down BT30 9BL

Tel: 02844 612888

www.bluemoooneventdesign.com

About Us

Blue Moon Event Design designs and produces beautiful weddings, unique events and unforgettable experiences from our contemporary woodland studio, outside Downpatrick, just 45 minutes from Belfast.

Over 16 years we have built up a wealth of experience, a vast warehouse bursting with beautiful fabrics, furniture, lighting and accessories and a talented team of creative people. With backgrounds in interior and theatrical design, hospitality, joinery and electrics, the multi-skilled team at Blue Moon have years of experience designing and delivering events of all shapes and sizes.

The Role

This is a sales and managerial role in our busy, dynamic events company.

You should be able to design and sell event concepts to brides, grooms, private clients and corporate planners.

You will liaise with the Creative Director, based on stock availability and creative intent; come up with inventive, achievable, and affordable designs accompanied by relevant mood boards which you can convert into meaningful quotations.

You will issue deposit and final sales invoices to clients within a set timeframe and will be responsible for tracking and logging all payments via our Xero accounting system.

You will manage the logistics of the Blue Moon events team by controlling the diary: scheduling event set-ups and take downs, allocating crew, monitoring and maintaining stock, establishing vehicle availability and agreeing timings and contacts for both set-ups and take downs in private and public venues.

You should be able to coordinate effectively and communicate clearly with the Event crew.

You will aim to deepen relationships through regular communication with key venues, event organisers, corporate, charity and media organisations.

You will design and plan wedding stands and attend wedding showcases 3 to 4 times a year.

You will be expected to assist occasionally on set-ups for larger, special events and Christmas decorating.

Main Responsibilities

- *Sales Targets*: to achieve pre-set sales targets, monitor sales and keep up to date reports on enquiries, bookings and sales activity.
- *Products & Services*: to develop a broad knowledge of Blue Moon stock and services, which you can share effectively with customers through email, zoom calls, social media channels, site visits and studio meetings.
- *Creating Quotations & Negotiating*: to quote prospective clients accurately; considering costs, maintaining profit margins and ultimately, to close sales.
- *Raising Invoices*: to check, match and cross-reference P.O. numbers and quotations.
- *Credit Control & Payment*: to receive and log deposit and balance payments accurately, to send out statements and chase overdue accounts.
- *Customer Services*: excellent customer care is paramount to every aspect of work undertaken at Blue Moon; every customer should be treated in a warm, professional and efficient manner. We must reply to all enquiries on the same day and update our clients at every stage. Clients' total satisfaction is our goal.
- *Venues*: to build and manage commercial relationships with key venues that will lead to the creation of long-term contracts.
- *Other Suppliers*: to build and manage relationships with marquee companies, caterers, photographers, florists, lighting & AV, dancefloors etc. bridal shops, Event Management companies & Wedding Planners.
- *Photography & Videography*: to follow up with photographers and videographers post event, to share professional imagery for our website, blog and social media channels.
- *New Business*: to research and identify new business opportunities in target markets. The ability to source, complete and submit relevant Public Tender proposals is not essential but would be desirable.

About You

- Have a minimum of 3 years' experience in an environment where events have been delivered, preferably with direct project management and coordination experience.
- *MUST be* enthusiastic, positive and friendly.
- Should be a strong team player and motivator, honest and reliable with a great work ethic.
- Are highly professional, organised and precise with an eagle eye for fine detail.
- Have excellent written and verbal communication skills with proven computer literacy skills (including MS Office: Word, Excel spreadsheet and PowerPoint).

- Are a 'people person' with confidence to ask questions, listen to others, build rapport, communicate and liaise with a broad spectrum of people: clients, sub-contractors and external suppliers.
- Will be driven to meet agreed sales and performance targets.
- Possess well-honed negotiation skills.
- Work transparently and have a natural ability to give clear and concise instruction to the Blue Moon team.
- Think outside the box, you are adaptable to change and remain calm and composed under pressure.
- Own a full clean UK driving licence and will have access to your own transport, which is essential.
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This is a great opportunity for someone who wants to expand their experience in an exciting, dynamic luxury events company with the possibility to evolve and progress within the company after the fixed term contract ends.

Blue Moon Event Design is part of the Magna Moon Group which includes Finnebrogue Woods and Magnakata.

Magna Moon Ltd. is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.