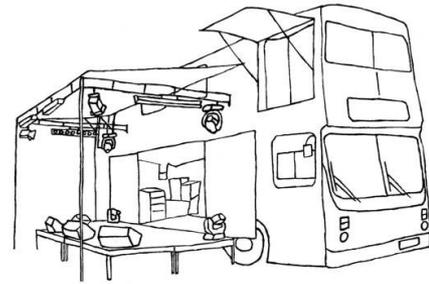


***Job Description:***  
***Bookings and Marketing assistant***



**the stage bus**

The Stage Bus is an innovative mobile stage company based in Halesowen. We supply performance spaces for outdoor events throughout the UK. We offer a friendly, flexible and down-to-earth workplace culture and a 'can do' attitude.

We are looking to employ a part time part time Bookings and Marketing Assistant to support our office team. The successful candidate will have an interest in working directly with our customers and the events industry.

The company operates out of industrial premises which we use for warehousing, maintenance and manufacture. The office consists of a portacabin within the warehouse and the postholder will need to be happy to pass through the workshop to access the office.

We will provide induction to the company, information about its ethos, product range, training, guidance and support. We will expect the successful candidate to show an interest in the company as a whole and to manage their own time and training needs effectively.

The contract is for 22.5 hours per week and the company is flexible as how these are spread over the week (for example 3 long days or 5 short days and can be a regular weekly routine or varying each week). The post can easily be arranged to fit around child care, family or other responsibilities, working hours will be agreed with the office manager on a weekly basis.

The contract on offer is a permanent role with a fixed probationary period to allow for training, salary will be paid in line with living wage. The successful applicant will have regular performance reviews to ensure they are meeting the requirements of the role.

## ***Responsibilities and duties***

The postholder will:

- Build professional relationships with our customers.
  - Make regular contact with the clients in our database.
- Pro-actively manage outgoing sales.
  - Monitor the UK market for outdoor events. Keep an up to date list of events to target by season.
  - Develop their market knowledge to pro-actively contact potential customers with well-targeted sales suggestions.
  - Find and engage with individuals/organisations who have the authority to organise or shape outdoor events.
  - Work collaboratively with all team members to seek suitable marketing ideas and images.
- Summarise sales activity made each week for the weekly Office Meeting.
- Take the lead on managing the companies social media presence.
  - Make brief practical reports on the Company's social media activity to the Office Meeting each week.
- Develop a good understanding of the companies core business operations and limitations.
  - Develop a basic knowledge of how stages are operated.
  - Attend at least two Stage Bus events per year to maintain stage knowledge and see events from a crew and customer viewpoint. (Planned evening or weekend working may be required for this purpose).
- Take responsibility for the day to day administration
  - Manage the office e-mails and enquiries, sending out quotes/proposals, completing bookings and issuing invoices.
  - Maintain accurate records on the companies database (training will be provided).
- Work with the team to ensure the office is kept clean, tidy and stocked with essential supplies.

### ***Essential skills and behaviours***

- Good literacy including spelling and grammar. This is required for emailing customers.
- Competent numeracy skills.
- Confident user of computers and IT systems.
- A friendly and clear telephone manner when calling potential clients.
- An organised, thorough approach to sales and customer contact.
- A commitment to good record-keeping.
- A genuine, demonstrable, interest in social media, sales and marketing.
- Independent thinking and willingness to work flexibly within a small business.
- A thrifty and down-to-earth approach which is realistic about the constraints of working in a small business with limited resources.

### ***Desirable skills and behaviours***

- Everyday IT repair abilities eg reinstall software, restart systems, etc.
- Experience of marketing, sales or media OR relevant life experience giving similar skills in this field.
- Experience with social media strategies and platforms in areas relevant to the workplace.
- Experience of success in a sales and marketing or similar role.
- A genuine interest in outdoor events, festivals and live music

## ***We want to be a great place to be yourself***

The Stage Bus is an equal opportunities employer and welcomes creative people. The Company does not discriminate on grounds of race, religion, ethnicity, sexual orientation, marital status, health, gender, disability or any other protected characteristic.

This post is subject to a probationary period. Full terms and conditions will be made available to all successful candidates and may be inspected at the Company's offices or sent on request.

## ***Recruitment timetable***

- Applications close on 10<sup>th</sup> August 2018.
- Interviews will take place on 20<sup>th</sup> and 21<sup>st</sup> August 2018.
- References will be requested for the successful candidate after interview.
- Proposed start date in September (dependent on notice period required by previous employer).