

BALTIC



Vacancy
Events Producer

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Job Title	Events Producer
Salary	£26,343 per annum
Contract	Full time, permanent
Location	Baltic Centre for Contemporary Art, Gateshead, NE8 3BA
Deadline	Apply by 11 May 2025

Baltic are excited to be recruiting an Events Producer to join our growing Hires team. We're seeking a creative, highly organised Events Producer who can execute unforgettable events that deliver exceptional customer experience, generate brand awareness, build business relationships, and motivate a team.

You will be responsible for facilitating and developing customer events, creating and controlling quotes, liaising with suppliers, communicating with clients, and ultimately ensuring that each event is executed to the highest standard.

You will also support development of Event Packages ensuring trends and brands are considered and return on investment is maximised in line with Baltic's Mission, Vision and Values.

Reports to:	Senior Events Producer
Working hours:	37 hours per week, may include evenings and weekends
Place of Work:	Your usual place of work will be Baltic, South Shore Road, Gateshead
Annual leave:	25 days plus bank holidays pro-rata
Benefits:	30% discount at Baltic Shop, discounted menu at Baltic Kitchen, 10% off standard rooms & food at Malmaison Hotel Newcastle, Discount at local retailers, Employee Pension Scheme, Employee Assistance Programme

About the role

Events Producer

The Events Producer facilitates and develops customer events ensuring that each event is executed to the highest standard. The Events Producer sits within the Hires Team alongside the Hospitality Operations Manager, Senior Events Planner and Events Manager.

Job Profile

Events Producer

Key Outputs and Accountabilities

- To perform client, show arounds and send quotations to close sales
- To work towards and surpass events sales targets
- To conduct wedding and event meetings with clients and create contracts with them
- To work with the Senior Events Producer to organise events such as wedding showcases and open days
- To work closely with our recommended suppliers
- To work with the Senior Events Producer to develop new sales strategies and marketing campaigns
- To promote the venues using our social media accounts
- To assist clients with every aspect of their event from their first show round to the big day itself
- To ensure each event is perfectly organised and executed to the highest standards
- To invoice clients in a timely fashion to secure bookings and final payments
- To respond and reply to all client enquiries in a timely and professional manner
- To be willing to take on jobs to balance the team workload
- To support, encourage and motivate the team

Person Specification

- Two years' experience in hospitality, public relations, or related field
- Experience in project management with a track record of successful events
- Excellent organisational skills with the ability to multitask under pressure
- Strong communication and interpersonal skills
- Creative, lateral, and analytical thinking
- Meticulous attention to detail
- Expert time management skills
- Financial experience, with the ability to adhere to plan budgets and process invoices
- Knowledge of the latest developments in events, food and beverage
- As the event producer, you should be an expert multitasker with impeccable attention to detail
- Available to work weekends and evenings