



Mothership HQ Ltd

Job Title:	Private Events Assistant
Location:	London
Salary:	Hourly, experience dependent
Full/Part time:	25-30 hours per week
Length of employment:	Permanent
Start Date:	3 rd April 2017
Closing date:	20 th March 2017

About the company and who we are looking for to join our team

Mothership HQ Limited is the ultimate parent company of the Mothership Group of companies which owns and operates bars, restaurants and nightclubs and produces innovative events in the buzzy and vibrant social scenes of London and Brighton. Presently comprising four venues and organising 1300 events a year, the business plans rapid growth in the coming years. The company has a passionate Board, with a record of success in the hospitality and event sector. We are seeking a like-minded ambitious experienced Private Events Assistant to join the team at MHQ.

Ideally, applicants will have previous experience in the organising/running of events and bookings within the hospitality sector. We are coming up to peak season for our summer party bookings, so applicants should enjoy the buzz and challenges that comes with working in a lively, sociable, multi-site entertainment venue business and a fast-paced environment.

Job Description, Key Responsibilities & Experience

A dynamic and motivated Private Events assistant is being sought by Mothership group. The successful candidate will work across all Mothership group venues. We are looking for a hands-on, highly organised and extremely efficient person with excellent communication skills, who has a natural flair for detail.

As Private Events assistant, you will be responsible for:

- Responding to direct and third party enquiries with the relevant information
- Cross-selling our other spaces should the clients preferred venue not be available
- Supporting in the attendance of site-visits and diary management for the Private Hire Manager
- Overseeing/arranging and being ultimately responsible for the seamless handover of smaller budget events to the ops team
- Assisting with event proposals
- Drawing up invoices and contracts



You will work alongside the Private Events Manager, Mothership HQ and the venue teams.

Relevant experience is a big advantage, but we will train the right person.

To apply, please send over your CV along with a cover letter to Jennie@mothershipgroup.com – (Private Hire Manager) detailing why you would be suitable for the role, along with your availability.