

EVENTIST GROUP

2020 PLACEMENT OPPORTUNITIES

BEST
PARTIES
EVER.COM

tapenade
exclusive cuisine

IE Live
Event Services

arribar!

TOBACCO
DOCK
food

food by
dish

THE
Walled Garden
AT SYON PARK

THE
corporate
festival
COMPANY

ZAFFERANO
FOOD · PERFORMANCE · PASSION

ABOUT THE EVENTIST GROUP

The Eventist Group is one of the largest providers of events in the UK. We are a full-service hospitality and events supplier made up of eight key brands: Best Parties Ever, a corporate Christmas party provider; The Corporate Festival Company, provider of boutique festivals; Tapenade, an exclusive catering company; Arribar, bar hire specialists; iE Live, a full-service event production company, Tobacco Dock Food, the in house at icon venue Tobacco Dock, Food by Dish, a contemporary London based caterer specialising in bespoke menu planning; and Zafferano, an award-winning specialist event, party and wedding caterer based in London.

Each year The Eventist Group entertains more than 375,000 guests across our eight brands. The group champions an innovative and refreshing take on event catering, live events and Christmas parties using the judgement and fresh ideas of a team of Eventists who plan, style and bring logistics to life to create incredible world-class events.

Our friendly team, located primarily in London, Surrey and Hampshire, has been trading for the past 16 years. We pride ourselves on providing complete customer satisfaction from initial enquiry to completion.

EVENTIST
GROUP

0844 875 0040 | www.eventist.group

OUR CURRENT PLACEMENT OPPORTUNITIES

Best Parties Ever – Based at Weybridge HQ

- 2 x Sales & Events Assistants

Best Parties Ever provides spectacular themed parties at Christmas and currently run twenty-three venues across the UK, catering for over 180,000 guests in December 2019. This position would suit someone who wishes to learn all aspects of a fast paced event sales team - starting with an empty field and ending up with a large-scale themed party catering for up to 1,500 guests per night, receiving full entertainment and a three-course dinner every night throughout December.

The Corporate Festival Company – Split Placement based in Fareham, but traveling the UK to attend festival events for up to four months until the end of September. Thereafter moving to our head office in Weybridge to prepare and deliver our exclusive Christmas parties.

- 4 x Event Co-ordinators (Trainee Event Managers)

The Corporate Festival Company is the premier boutique festival events and production house, delivering intelligence and creativity to our valued clients, who themselves are global leaders, throughout the UK. We remain the chosen group for key household brands delivering exceptional return on investment statistics and innovative events that always surpass expectation.

Tapenade and Arribar – Based at Weybridge HQ

- 2 x Sales Event Assistants
- 2 x Operations Event Assistants

Tapenade was launched to provide exclusive cuisine and innovative hospitality at various venues throughout the country. In past years, we have catered and run a range of hospitality chalets at many exclusive events; including The Royal International Air Show, Farnborough and Paris Air Show, Duke of Essex Polo, Henley Regatta, and The Ideal Home Show along with numerous Weddings and many prestigious locations such as Blenheim Palace.

Arribar are bar specialists with many years' experience supplying and running bars at world-class festivals such as Glastonbury as well as numerous corporate and social events. Arribar are the UK's premium choice in event bar services.

The Eventist Group – Based at Weybridge HQ

- Accounts Clerk

Each year The Eventist Group entertains more than 375,000 guests across 8 brands. The newly formed accounts department oversees cost and revenue for each brand of the business reporting numbers to all the company Directors. Based in the Weybridge office the applicant will become an integral team member dealing with all areas of finance, liaising with suppliers, colleagues and customers across all brands.

Tobacco Dock Food – based at Tobacco Dock, London E1

- 2 x Event Assistants

Tobacco Dock Food has been developed through an exclusive partnership between Tapenade and the iconic London Venue; Tobacco Dock. Based at the Grade 1 listed warehouse in East London, your hands on experience will have you involved in a multitude of events from catering industry leading product launches, music festivals, large scale conferences for over 1000 people or public catering events for 2,000 plus! You'll be involved in every aspect from sales, operations, finance, staffing, menu planning, bar service and everything in between!

Food by Dish - Based in London

- Operations Assistant
- Event Assistant

Food by Dish is one of London's leading contemporary caterers and was acquired in 2017. Dish will give you the chance to work at over 25 of London's top event venues such as Madame Tussauds, Kensington Palace, Tower of London and The National History Museum. These events could include anything from awards dinners to fabulous weddings and gives you the chance to experience exclusive London catering at its finest.

Zafferano - Based in North West London

- Operations Assistant
- Event Assistant

Zafferano orchestrate unique and memorable events for both private and corporate clients, at iconic venues such as the Natural History Museum, the V&A Museum, Kensington Palace and the Roundhouse. Their clients include illustrious names in the Arts, Financial Sectors, Law, Fashion, Luxury Brand and Show-Business – all of them as passionate about spectacular food and incredible event performances as they are.

APPLICATION PROCESS

Should you wish to apply for a placement please email your CV and cover letter to placements@eventist.group indicating which brand placement you would like to be considered for and the length of your placement. Regrettably, due to the amount of applications we receive, we will only contact you if you have been shortlisted for our selection day.

Our selection days will be held on 30 and 31 March 2020 at our head office in Weybridge and we will contact you if you have been shortlisted by Friday March 20 2020.

Duration of placements is as standard between 40-48 weeks subject to your university requirements. Please note, you will be entitled to an allocation of annual leave and this is equated separately to the weeks you are expected to gain experience. *Some of our brands have 52 week vacancies, please review the individual postings for confirmation.

Commencement of placements is Monday 1 June 2020. However, successful applicants will be invited to an induction day at our head office in Weybridge in on either the 18 or 20 May 2020, date to be confirmed.

Salary is set at £200 per week for each vacancy and you will be paid for annual leave. There is a London waiting wage applied for brands that require you to be located in London to cover this additional cost only.

Sick Pay is paid at your line managers discretion but this not affect your rights to statutory sick pay.

Working throughout The Eventist Group at various brands is something you will be expected to do from time to time. We believe that this adds valuable generic event experience to your training with us.

HAVE YOU GOT WHAT IT TAKES?

We are looking for talented, hardworking and ambitious individuals who wish to gain experience in all areas of The Eventist Group.

The right individual will be an enthusiastic team player, with great organisational and people skills. Our roles involve plenty of hands-on management experience such as setting up events from start to finish as well as covering the administrative and financial aspects of our business. A suitable candidate should be willing to work long hours during busy periods and adopt a can-do attitude with the determination to promote our already exemplar reputation.

Unlike some event companies, we carry out all aspects of the event, including: sales and marketing, operations, accounting, organising marquees/venues, electrics, theming and scenery, entertainment, event and building plans, procurement, staffing (temporary and permanent) and HR, menu planning, bar service, and much more. Depending on the placement you have applied for, you will progress significantly to enable us to promote you to a supervisory/management role during November and December at one of our party venues and equally you may be able to take responsibility for smaller events throughout the year too.

Successful students will invited back to work with us in the future, we invest heavily in your training and our group ambition is that we retain you.

The Eventist Group

Accounts Clerk

One-year placement commencing in June 2020

Role Details

We are looking for someone to join our newly formed finance team. Your role will include but not be limited to:

- To receive and input invoices from suppliers and staff
- To reconcile suppliers' statements to purchase ledger
- To prepare weekly and monthly BACS payment schedules for Finance Director
- To prepare remittances and cheques as required
- To post all payments accordingly
- To resolve invoice queries in liaison with suppliers, colleagues and customers
- To chase overdue accounts, issuing copy invoices, credit and statements in support of actions
- To produce credit control reports i.e. aged debtors and highlight any accounts that need monitoring to Company Accountant
- To produce reports on invoice queries and missing documentation
- To prepare internal recharges as appropriate
- To print all month-end reports as required
- To assist Company Accountant with month- and year-end processes
- To undertake any reasonable duties as requested

The Candidate

We are looking for talented and ambitious individuals who wish to gain experience in all areas of finance. The right individual will be an enthusiastic team player, with good organisational and people skills. This position will involve plenty of hands-on management experience as well as covering the administrative and financial aspects of our business.

This position would suit someone who wishes to learn all aspects of a finance assistant role and gain an understanding of the commercial side of running a business.

Full induction and training will be given for the role. Additionally you will get access to training in other areas of the business which will provide a rounded commercial and management perspective.

Best Parties Ever

Sales Event Assistants

One-year placement commencing in June 2020

Role Details

We are looking for applicants to join the Best Parties Ever sales department to assist the team with driving sales for the Christmas party events:

- To assist the team with the day-to-day duties of a busy sales team
- To assist the sales team with market research of competitors
- To assist with creating bespoke event proposals.
- To assist with 50 – 100 + bookings
- To assist the sales team with the large volume of incoming calls and enquiries.
- To fully understand the bespoke booking system.
- To help manage the Best Parties Ever on line chat system.
- To make sales calls to provisional bookings.
- To assist with cold calling and promotional calls
- To assist with promotions and sales calls for booked guests to add drinks packages to their bookings
- To undertake any reasonable duties as requested

Essential Skills Required

- Results driven
- Organised
- Strong communication and presentation skills
- Analytical
- Team Player

The Candidate

We are looking for confident, talented and ambitious individuals who wish to gain experience within a the sales department of the largest Christmas party company in the UK. The applicants must show excellent customer service skills and confident liaising with customers. The successful candidate will have excellent written, verbal and F2F communication skills and work well under pressure and to deadlines. This position will involve a lot of office based sales and will suit applicants whom thrive working to targets.

There will be the opportunity for the successful candidate to also be a part of the Best Parties Ever operational team at Christmas and take on the responsibility of running a Christmas site – this opportunity will be awarded to those whom prove themselves capable of doing so.

The Corporate Festival Company

Split placement based in Fareham for four months whilst traveling the UK and then our head office in Weybridge to prepare for our exclusive Christmas parties.

Role Details

We are looking for four applicants to join our Events Team working with The Corporate Festival Company and Best Parties Ever. Your role will include but not be limited to:

- Creating event management plans
- Maintaining a working relationship with vendors and venues
- Planning, running and being integral to event aspects, such as venue, staff rota's, seating, liquor, dining, catering and glamping requirements
- Kit list completion
- Demonstrating to client's strong knowledge of venues and group offerings
- Staying within budget while planning event specifications
- Resourcing leads for future business
- Running social media campaigns
- Anticipating and planning for different scenarios On site:
- Branding and full decoration of venues to include internal and external marquees
- Executing the event management plan professionally to an exceptionally high level.
- Prep and strike of staff camping
- Small event erections such as the catering tents and pop up tents, flags, bale displays
- Bar service and stocking
- Catering services
- Coordinating event entertainment, including music, performers, and guest speakers
- Cashing up
- Nightly reports
- Managing a team and overseeing events on the day of, including problem-solving, welcoming guests, communicating with guests and organising supplier teams
- Waste and facility management

The Candidate

Must be driven to deliver exceptional results with a warm and friendly approach whilst being able to remain calm under pressure. Full training will be provided to support your job description. The Corporate Festival Company are a mobile festival production company who create team camp areas at most of their events. Therefore, you must be prepared to camp during the summer months.

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You will be expected to provide the following items to equip you for this placement:

- Laptop
- Mobile phone
- Good waterproof jacket and trousers
- Walking boots and socks that cover your ankles
- We provide you with a camp bed and starter pack of bedding that you will be responsible for thereafter.

A UK driving license is not essential but preferred, please indicate on your application if you have a driving license and your own car. We also request that you inform us of any pre-booked holiday. We regret that leave is not generally authorised between June and September or December.

These events are hard work so you must be physically fit, but at the same time, a lot of fun where strong friendships are also built.

Best Parties Ever aim to progress you post your training with The Corporate Festival Company so that you can be promoted to a venue or floor manager during our Christmas events at one of our exclusive venues.

Zafferano

Two placement opportunities:

Operations Assistant

One-year placement commencing in June 2020

Events Assistant

One-year placement commencing in June 2020

Based in Kingsbury, north London, the candidate must live, or be able to live in a close proximity to north west London.

Operations Event Assistant

Role Details

We are looking for someone to join our Event Operations team. Your role will include but not be limited to:

- To understand all aspects of how we run our operation at events
- To work on our events as a member of our FOH team
- To be trained to become a junior FOH manager
- To be the member of waiting staff to run client tastings at our office
- To place equipment hire bookings with our suppliers
- To update our staff booking document with our staffing supplier
- To track equipment hire losses and chase credit notes from suppliers
- To organise and print event paperwork
- To complete and submit event risk assessments and method statements where necessary
- To complete and submit staff event timesheets post event

The Candidate

We are looking for talented and ambitious individuals who wish to gain experience in all areas of high end catering and event co-ordination. The right individual will be an enthusiastic team player, with good organisational and people skills. This position will involve plenty of hands-on management experience as well as covering the administrative and logistical aspects of our business.

This position would suit someone who wishes to learn all aspects of an event operations role and gain an understanding of the commercial side of running a business.

Full induction and training will be given for the role. Additionally you will get access to training in other areas of the business which will provide a rounded commercial and management perspective

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Events Assistant

Role Details

We are looking for someone to join our Sales, Events and Marketing team. Your role will include but not be limited to:

- To work closely and assist Creative & Marketing Director
- To assist account managers' with the day-to-day duties of a busy events team.
- Project management- responding to a client brief and assist in all aspects of event planning to deliver a successful event.
- To prepare event admin paperwork and assist in day to day office management.
- To research, source and sometimes create event design elements
- To record and respond to initial event enquiries
- To attend, help set up and help run events at Unique London Venues
- Register event and personal expenses
- Utilise a CRM system to record business and print end of month reports
- To assist the sales, operations, accounting & kitchen team when required
- Partake in weekly sales and operations meetings

The Candidate

We are looking for talented and ambitious individuals who wish to gain experience in all areas of high end catering and event co-ordination. The right individual will be an enthusiastic team player, with good time management and organisational skills.

The successful candidate will have excellent written, verbal and F2F communication skills and work well under pressure and to deadline. This position will involve plenty of hands-on management experience as well as covering the administrative and logistical aspects of our business. This position would suit someone who wishes to learn all aspects of a creative event management and high end catering.

Full induction and training will be given for the role. Additionally you will get access to training in other areas of the business which will provide a rounded commercial and management

Tobacco Dock Food

Based at Tobacco Dock London

Role Details

The position will commence in June 2020 for a year's placement and will include but not be limited to:

- Involvement in a large multitude of events including seated dinners, conferences, product launches, drinks receptions, after parties, podcasts from 150 guests to 1,200 guests
- Hands on experience working within an office sales environment, onsite during setup, live and derig of events
- Involvement includes all aspects of event planning, for example; theming, scenery, entertainment, staffing, menu planning, tastings and bar service
- Based on your interests, you will be given an area of responsibility and ownership, previously this has included either all things beverage (kit purchasing, stock control, training staff, building supplier relationships) or all elements of staffing (recruitment, training staff, working with our staffing agencies, attending and sourcing recruitment fairs)
- After a relevant training period you will be given the opportunity to plan, manage and run your own events for anything up to 300pax whilst dealing with your own clients and supplier bookings
- Assisting the team with event admin including allergens sheets, chef sheets, supplier bookings, staffing requests
- Experience working in the onsite Dock Street Bar and supporting the bar and café team
- To be primarily based at Tobacco Dock, London but opportunities will be available to assist our sister brands across the group.

The Candidate

We are looking for a confident, outgoing and passionate candidate who is looking to get hands on experience exploring all aspects of events.

The right individual will be an enthusiastic team player with great organisational and people skills. Due to the location of the position and shift patterns, the position would suit students currently in London or those who have relatives/friends in the city.

All students will be given a mentor which will be their first point of contact throughout their placement and there to guide and assist them throughout the year with us.

Food by Dish

Two placement opportunities:

Operations Event Assistants Sales Events Assistants

Operations Event Assistant

One-year placement commencing in June 2020

Role Details

We are looking for someone to join our Event Operations team. Your role will include but not be limited to:

- To understand all aspects of how we run our operation at events
- To work on our events as a member of our FOH team
- To be trained to become a junior FOH manager
- To be the member of waiting staff to run client tastings at our office
- To place equipment hire bookings with our suppliers
- To update our staff booking document with our staffing supplier
- To track equipment hire losses and chase credit notes from suppliers
- To organise and print event paperwork
- To complete and submit event risk assessments and method statements where necessary
- To complete and submit staff event timesheets post event

The Candidate

We are looking for talented and ambitious individuals who wish to gain experience in all areas of high end catering and event co-ordination. The right individual will be an enthusiastic team player, with good organisational and people skills. This position will involve plenty of hands-on management experience as well as covering the administrative and logistical aspects of our business.

This position would suit someone who wishes to learn all aspects of an event operations role and gain an understanding of the commercial side of running a business.

Full induction and training will be given for the role. Additionally you will get access to training in other areas of the business which will provide a rounded commercial and management perspective.

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Sales Events Assistant

One-year placement commencing in June 2020

Roles Details

We are looking for someone to join our Sales, Events and Marketing team. Your role will include but not be limited to:

- To work closely and assist the Sales Director
- To assist account managers' with the day-to-day duties of a busy events team.
- Project management- responding to a client brief and assist in all aspects of event planning to deliver a successful event.
- To prepare event admin paperwork and assist in day to day office management.
- To research, source and sometimes create event design elements
- To record and respond to initial event enquiries
- To attend, help set up and help run events at Unique London Venues
- To assist the sales, operations, accounting & kitchen team when required
- Partake in weekly sales and operations meetings

The Candidate

We are looking for talented and ambitious individuals who wish to gain experience in all areas of high end catering and event co-ordination. The right individual will be an enthusiastic team player, with good time management and organisational skills. The successful candidate will have excellent written, verbal and F2F communication skills and work well under pressure and to deadline.

This position will involve plenty of hands-on management experience as well as covering the administrative and logistical aspects of our business.

This position would suit someone who wishes to learn all aspects of a creative event management and high end catering.

Full induction and training will be given for the role. Additionally you will get access to training in other areas of the business which will provide a rounded commercial and management perspective.

Tapenade and Arribar

Two placement opportunities:

Sales Assistants Operations Event Assistants

Sales Event Assistants

Role Details

We are looking for applicants to join the Tapenade sales department to assist the team with both corporate and wedding sales, the role will include:

- To work closely and assist with research for venues and new ideas
- To assist the team with the day-to-day duties of a busy sales team
- To prepare event admin paperwork and assist in day to day office management.
- To research, source and sometimes create event design elements
- To record and respond to initial event enquiries
- To attend, help set up and help run weddings and events
- To assist with creating bespoke proposals
- To join the team in hosting corporate and wedding tastings
- To be the member of waiting staff to run client tastings at our office
- To attend wedding shows and venue open days
- To partake in weekly sales and operations meetings
- To undertake any reasonable duties as requested

The Candidate

We are looking for talented and ambitious individuals who wish to gain experience within a sales department of a catering and events company. The right individual will be an enthusiastic team player, with excellent customer service skills and confident liaising with customers and clients. The successful candidate will have excellent written, verbal and F2F communication skills and work well under pressure and to deadlines. This position will involve plenty of hands-on management experience as well as covering the administrative side of events.

There will be the opportunity for the successful candidate to also be a part of the Best Parties Ever operational team at Christmas and take on the responsibility of running a Christmas site – this opportunity will be awarded to those whom prove themselves capable of doing so.

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Operations Event Assistants

Role Details

We are looking for applicants to become a part of the Tapenade operations team to assist with the planning and logistics of our events:

- To understand all aspects of how we run our operation at events
- To work on our events as a member of our FOH team
- To be trained to become a junior FOH manager
- To assist with researching for new suppliers or equipment required
- To place equipment hire bookings with our suppliers
- To organise and print event paperwork
- To complete and submit event risk assessments and method statements where necessary
- To complete event reports post event
- To liaise with staffing agencies and contractors
- To partake in weekly sales and operations meetings
- To undertake any reasonable duties as requested

The Candidate

We are looking for talented and ambitious individuals who wish to gain experience within a fast paced Operations team. The right individual will be an enthusiastic team player, with excellent organisation skills and good attention to detail. The successful candidate will have excellent written, verbal and F2F communication skills and work well under pressure and to deadlines. This position will involve plenty of hands-on management experience as well as covering the administrative side of events.

There will be the opportunity for the successful candidate to also be a part of the Best Parties Ever operational team at Christmas and take on the responsibility of running a Christmas site – this opportunity will be awarded to those whom prove themselves capable of doing so.