Administration Department

In this department, roles are focussed on managing and processing bookings, using IT to organise and manage orders including catering orders and having an overview of all three departments to ensure successful event hosting. Employees are expected to work systematically and show preference for computer based tasks.

Administration

-Taking bookings

-Writing and sending emails

-Processing orders

Organisation Department

In this department, roles are focussed on the physical set up of the DRC spaces including managing furniture, organising resources and managing IT equipment. Employees are expected to work as part of a team to ensure the spaces are set up as requested by the Administration Department. Required skills in and preferences for; working as part of a team, use of office equipment e.g. laminator and showing responsibility for precision in completed organisational tasks.

Organisation

-Furniture/equipment/ room set up

-Catering preparation

-Resource preparation

Front of House Department

In this department, roles are focussed on engagement with visitors. Job tasks include meeting and greeting visitors and escorting them to the conference space, serving hot drinks and being available for questions. Employees are expected to have a friendly and professional manner.

Front of House

-Meet and greet

-Event guide

-Catering

-Social Media