



Sales & Events Co-ordinator

An exciting opportunity has arisen for a Sales & Events Co-ordinator to join our major new flagship experience on Tottenham Court Road – Monopoly Lifesized.

In this role, you will champion the Monopoly experience and 'Top Hat' restaurant sales, from enquiry stage, through planning to successful event delivery - ensuring guests expectations are exceeded to final reporting.

What we can offer you:

- Salary: £26K - £28K per year
- An exceptional role within a fast growing, progressive company with opportunities to work internationally in the future
- Company pension
- 20% discounts across our venues for you + 5 others
- Annual leave allowance – 28 including bank holidays. For every completed year of service, you will have your annual leave increased by one day (up to a maximum of 5). T&C's apply.
- Birthday day off work
- Online training courses available for free (WSET/ Health & Safety etc)
- Flexibility to progress within the business and move between all of our venues
- Close to local Transport (Bus, Tube, Overground)

What you will do:

- Be the ambassador of the brand: to have full knowledge of us as a brand and all venue capabilities
- To respond to all enquiries in a willing and timely manner with up to date, accurate information about menus, group & corporate packages and the Monopoly Lifesized experience
- Preparing and sending detailed bespoke quotations, booking confirmations, invoices etc.
- Ensure that all event bookers return the signed terms and conditions, as soon as possible and ensure associated deposits & outstanding balances are paid on time
- Follow up on any outstanding reservations, obtaining confirmation or releasing the space
- Create event sheets, detailing all customer requirements & distribute to relevant departments
- To liaise with the kitchen & restaurant management with any relevant changes to the upcoming events
- To ensure clear communication between the event sales and F&B teams as well as effective communication to all other departments, briefing them of all aspects of customers' bookings and upcoming events and challenges
- To facilitate show-rounds of the venue to potential clients & customers at suitable times



- Coordinate and order all special guest requirements with our preferred suppliers
- Ensure all events are organized and planned in time for deadlines and communicated appropriately
- Maintain a strong organizational presence across key events
- Undertake post-event follow-up calls to show client support, solicit and address feedback and discover future booking opportunities
- 100% focus on achieving a successful event delivery, customer satisfaction and repeat business

Who you will be:

- A natural organiser, sales executive with strong administrative experience along with superb customer & service delivery skills
- Previous experience working within attractions, entertainment or within the hospitality sector
- A real understanding of the operational delivery of events
- Experience working in a high volume and fast paced environment
- Excellent spoken and written English
- Confidence and ability to engage with customers across all levels, in person and on the phone
- Experience using reservations, event management or a similar software (having previously used Colins or Resdiary would be a plus)
- Personal drive and ambition
- Enthusiastic, personable, enjoys social interaction and with a genuine drive to exceed the guest experience

Who we are:

Monopoly Lifesized is an immersive, physical version of the world's favourite family game brand taking place on Tottenham Court Road, a 22,000sq ft building over three floors in the heart of London's West End.

With three exciting gameplay boards - Classic, Luxury, and City, plus a Junior Board, a Monopoly-themed bar and restaurant and retail outlet, this is a brand-new destination attraction where people can eat, drink, shop and play all under one roof.

How to apply:

Please send your CV and covering letter to jobs@pathents.com. Please make sure you include the job position in the subject. The deadline for this position is 27th November 2021.