



## Position Description

**Position Title:** Senior Events Manager  
**Department:** York Racecourse Hospitality  
**Location:** York Racecourse  
**Reporting to:** Head of Food and Beverage  
**Date Prepared:** 18/07/2025

We are also the European Catering Division for ASM Global, the global leader in delivering live entertainment and events. CGC Event Caterers is a long-established caterer with decades of experience in the hospitality industry. We operate at venues of all sizes and have exclusivity at prominent sporting, entertainment, and cultural locations across the UK.

In the UK, we operate at the following venues:

- Eight Yorkshire Racecourses
- Yorkshire Event Centre – Harrogate
- The Sun Pavilion – Harrogate
- LNER Community Stadium – York
- Theatre Royal and Concert Hall – Nottingham
- The Halls - Wolverhampton

### **POSITION PURPOSE**

The Senior Events Manager will take charge and ensure a smooth delivery of both C&E and Racing days to the highest standard. This role revolves around managing the F&B team and overseeing all aspects of the racecourse's events services.

### **KEY RESPONSIBILITIES**

- Manage their management team ensuring all non-race day events are fully set up and delivered to a high standard.
- Oversee and manage retail, conference and banqueting events as allocated by the head of F&B
- Work with the Head of F&B and sales office to ensure the scheduling of the management team is sufficient for each event.
- Manage & Develop the C&E SOP's, ensure all events are delivered in accordance the SOP.
- Ensure that all FOH & BOH areas are clean and tidy for C&E events.
- Work within the parameter of the P&L and achieve the targets set by the Head of F&B
- To be responsible for till programming, floats, reports and cash reconciliation post event.
- Ensure all event invoicing and billing is carried out accurately and promptly
- Manage the staffing team to deliver recruitment & onboarding for C&E service staff.
- Ensure adherence to company policy on cash handling and all associated procedures.
- To ensure compliance with all food hygiene legislation and that staff at all times comply with Health & Safety regulations; to pursue any training requirements needed for specialist areas.
- Liaise with all departments to assist with the smooth running of events, ensuring at all times that the high standards expected at the venue are maintained and adhere to the SOP's
- Understand market trends to develop and enhance our offer and delivery.
- Work with the head chef to develop our offer both retail & C&E.
- Deliver role specific training to management team.



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## **PERSON SPECIFICATION**

- 5 years banqueting and event management experience.
- Experience of working in an events-based environment.
- Strong interpersonal skills and the ability to make key decisions.
- The position involves an element of manual handling.
- Hands on approach and be part of the service delivery.
- Have a thorough understanding of food hygiene and health & safety regulations.
- Good IT skills.
- A desire to learn and develop your career.
- Personal license holder
- Level 2 Food safety certificate

## **BENEFITS**

- 25 days' holiday
- Life assurance
- Pension
- Healthshield - Health cash plan
- Free on-site parking
- Employee Assistance Programme
- Employee Referral Programme
- Lunch provided

## **GENERAL INFORMATION**

The requirements of the business are such that a high degree of flexibility is necessary and therefor evening and weekend work will be required. There may be occasions when you would be required to work at other ASM Global venues.