

Workshop and Events Organiser

Babylonstoren has an exciting opportunity for a passionate and people-oriented professional with experience in the organisation and hosting of workshops and seasonal garden events.

Requirements:

- Relevant tertiary qualification (educational, hospitality or events co-ordination qualification will be an advantage)
- Minimum 5 years' experience in organising events and/or workshops
- Computer literate in MS Office (Excel/Word) and MS Outlook
- Show competency in management of budgets
- Excellent people skills
- Flexibility in work hours
- Passionate and highly organised
- Good communication and writing skills, specifically in English and Afrikaans, with the ability to interface with people of all levels
- Valid driver's license
- Curiosity to learn and show an interest in a wide range of topics
- Must have proven track record of excellent customer service

Responsibilities:

- Coordinate & host the 150+ Babylonstoren and Soetmelksvlei Workshops ranging in topics from cooking, gardening, and crafts, to sustainability.
(<https://babylonstoren.com/workshops>)
- Identify opportunities for seasonal garden-based events that are on brand and that showcase the diversity and beauty of the Babylonstoren garden
- Implement and co-ordinate the effective planning, marketing and execution of seasonal garden events, in conjunction with the relevant divisions within Babylonstoren
- Development and planning of workshops with diverse specialists & presenters
- Writing of informative and explanatory blurbs on workshops for our website
- Administration and budgeting of every workshop
- Addressing and responding to customer complaints
- Marketing of Babylonstoren brand & iconic products

Please send CV and salary expectation to recruitment@babylonstoren.com.