



Hopetoun House is one of Scotland's finest Stately Homes and is managed by the Hopetoun House Preservation Trust. The Trust's purpose is the preservation and conservation of the house, its contents and immediate grounds together with facilitating public access and making educational use of Hopetoun. Hopetoun currently welcomes around 50,000 visitors per year and is graded as a 5 Star attraction by Visit Scotland.

Occasional Hospitality and Events Assistants

We are looking for additional Event Assistants to join our team and assist our Event Managers with the delivery of stunning events, weddings and functions at Hopetoun House. You must have an outgoing, can-do personality with a passion for excellent customer service and an eye for detail.

Hours of Work and Rate

As this work is dependent on bookings the hours available are on an as-needs basis (zero-hour contract), though we would expect a minimum of two shifts per month in busy periods.

Rate: £7.50 per hour.

Food is also usually provided if working an evening shift.

Example shift patterns

The majority of events are Saturday weddings with two shifts: 12:00-18:00 and/or 18:00-00:30.

Also occasional midweek dinners/gala evenings 18:00-00:30 and some day-time events, lunches and conferences.

Duties include

- Preparing the House and/or event rooms before an event, making sure all is presentable
- Final check of external areas – tidy and sweep if required
- Unlocking windows and fire-exits before an event
- Assisting with the general set-up for events (placing chair covers/stationery/occasional lights/candles)
- Directing client and guest car-parking outside the House
- Meeting and greeting guests, taking their coats and giving them directions
- Assisting guests and clients with any queries and questions
- Assisting the Event manager in moving and directing guests from area to area
- Handing out (and later retrieving) shawls and umbrellas to guests and clients if required
- Lighting the fires and keeping them going through an event and stocking the wood baskets
- Regularly checking that toilets are provisioned and tidy, and cleaned if required
- Liaising with third party contractors and working partners as directed by the Event Manager e.g. caterers, florists, bands, AV suppliers, fireworks providers, coach drivers

- Taking a lead in resetting the tearoom following its use for a wedding ceremony or conference (this can be physically demanding)
- Taking a lead in tidying the ballroom after the caterers have removed their tables and chairs so that the Ballroom or Event Area looks perfectly presentable for the next morning
- Emptying waste bins and a final clean and tidy of the toilets
- External tidy up around doorways and in the colonnades
- Putting away in-house event equipment (lights, signs, display stands, umbrellas, shawls)
- Relocking windows and doors, closing shutters and blinds, turning all lights off
- Ensuring all keys and in-house radios are returned to their positions
- Anything else within reason that the Event Manager asks in order to deliver a five star event.

There is no public transport near Hopetoun, so own transport is essential.

Interested? Email us and tell us a bit about yourself, why you'd like this job and why you're suitable, please also attach your CV.

Email: finance.officer@hopetoun.co.uk

The Hopetoun House Preservation Trust is a registered Scottish Charity No SC009760