



Commercial Development Lead

Hours: Full-time including some weekends and evenings. (0.8FT - 32 hours - may be considered for the right candidate.)

Contract: Fixed term 12 months - with a view to extending at the end of the contract

Location: The Horton, Epsom onsite

Salary: £35,000 per annum

The Horton is an award-winning independent cultural venue in Epsom, Surrey hosting live performance, creative arts and events in stunning listed building.

The venue is managed by a registered charity and opened in 2022, following a major renovation works. The Horton Gardens opened in summer 2025.



The role

We are looking to recruit a highly-motivated Commercial Development Lead to support The Horton's growth and long-term sustainability as we seek to increase our earned revenue to maintain the operation of our beautiful heritage building and grow our community, arts and heritage programming.

You will be responsible for identifying and securing new business opportunities, with an initial focus on daytime commercial venue hire for meetings, conferences and events, and securing sponsorship/partnerships to support our programming.

We are looking for a strategic thinker who excels in stakeholder management and communication, loves networking and is passionate about spreading the word about The Horton.

Your main base will be at The Horton but you will be spending some time out and about doing in-person outreach with businesses, partners and at trade events – so a driving license and your own vehicle are desirable.

Key responsibilities:

Scoping opportunities

- Developing a long-term corporate venue hire plan using our heritage USPs
- Costing packages and creating assets
- Researching the market and prospective clients

Promoting The Horton throughout Surrey and the surrounding areas

- Attending networking events on behalf of The Horton to promote us as a venue for hire and as an Arts and Heritage charity overall
- Work with marketing to develop campaigns, offers, and events to drive engagement with our venue and the brand with our target customer groups
- Carry out venue show-rounds and initial conversations with potential clients.

Identifying, securing and delivering new Business Opportunities for The Horton

- Proactively identify and secure new business opportunities, with an initial focus on daytime events, including meetings, conferences, away days and private hires
- Proactively identify and secure new opportunities for sponsorships or partnerships with other organisations to support The Horton's community, arts and heritage programming
- Build and maintain a sales pipeline of live and potential commercial opportunities
- Work with the Director and Finance Manager to develop and meet sales targets and support medium- to long-term planning for commercial opportunities

Developing our Offer

- Identify and develop new, innovative experiences for our customers – both corporate customers and individuals - as we seek to make The Horton one of Surrey's premier venues
- Work with our Chef to develop and refine our hospitality offering, with an initial focus on events catering
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Event Delivery

- Work closely with the Admin Manager on events bookings and with the Operations Manager to ensure the smooth delivery and running of events
- Lead the planning and delivery of specific events as required.
- Carry out Duty Management responsibilities on a rota with other team members, and act as the main point of contact on site for some events.

Other duties

- Acting generally as a representative and ambassador of The Horton.
- Abide by The Horton's policies and procedures
- Uphold The Horton's values of tolerance, including everyone, and welcome diversity.
- Work with The Horton team to ensure an excellent experience for all visitors.
- Attend personal development and training, as required.
- Undertake any other duties as reasonably required.

Essential Requirements

- At least 2 years' experience in a similar role in venue/hospitality sales/events/business management
- Exceptional organisational skills
- Strong knowledge of the area (Epsom and the wider Surrey/South East region)
- Experience in the planning and delivery of specific events
- Excellent communication, negotiation and relationship building skills
- Good understanding of finance and specifically costings
- A creative and proactive approach to driving new business and partnerships
- Proven ability to meet and exceed sales targets

Desirable

- A driving licence and access to your own vehicle (mileage expenses will be paid)
- Experience working in a cultural or heritage venue.

If a DBS clearance is not currently held, then you may be required to undertake a DBS check. All applicants must be eligible to live and work in the UK.

How to Apply

To apply, please email a full up-to-date CV and attach a Cover Letter as a separate document setting out how you meet the requirements of this job, and your interest in it.

For administrative purposes, your CV and cover letter document should both identify you in the file name. The subject line in your email should be '*Application - Commercial Lead.*'

Email applications to: admin@thehortonepsom.org

Closing date: Sunday 4th January 2026