



JOB DESCRIPTION

JOB DETAILS:

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| Job Title: | Events and Programming Officer |
| Grade: | 5 |
| Location of Work: | Pyramid & Parr Hall |
| Directly Responsible To: | Venue and Events Manager |
| Directly Responsible For: | Supervision of Venue Management Assistants whilst on duty |
| Hours of Duty: | 37 |

WORKING RELATIONSHIPS:

Culture Warrington Board of Trustees and colleagues
Commissioners
Agents, promoters, artists
Venue hirers
Customers
Local community groups and organisations
Town Centre Management
Warrington Borough Council Departments
Police, Fire and Ambulance services

PURPOSE AND SCOPE OF JOB:

To support the Venue and Events Manager with the development of Culture Warrington's artistic programme and to assist with management of Culture Warrington venues.

To manage events within our venues and at outdoor sites across the town. To include the booking of artists and event resources whilst ensuring all health and safety and licensing legislation is adhered to.

DUTIES AND RESPONSIBILITIES:

1. To work to the Venues and Events Manager providing necessary support and capacity according to demands as may vary from time to time according to the programme of events and activities.
2. To build and maintain relationships with artists, agents and promoters to encourage their use of the venues.
3. To assist in the delivery of a varied programme of Arts and Entertainment events at Culture Warrington venues and outdoor festivals, in line with Culture Warrington's Programming policy.
4. To calculate the costings and breakeven point of programmed events.
5. To assist as directed in ensuring contracts for events and performers are completed in an accurate and timely manner and assist in the arranging of payments of artists and event related costs in line with Culture Warrington financial processes and procurement system.
6. To be responsible the timely completion of PRS returns.
7. To carry out event-specific duties, including set-ups for events, the fulfilment of catering riders, laundry management, preparation of event signage and other event-related tasks, ensuring that the venues are clean, set appropriately and presented to customers in a professional manner.
8. To staff the venue and events office, dealing appropriately with enquiries and customer complaints and to assist with venue hire queries, while ensuring ensure that all event files are kept up to date and policies and procedures are followed and maintained.
9. To support the development of Artifax as the venue's central management information system, particularly in relation to event scheduling and ensuring the provision of timely, up-to-date and accurate information in relation to planned events.
10. Duty Manage events on a rota basis, including the safe and efficient get-in, fit-up and get-out of productions and events and the supervision of Culture Warrington Staff. To act as the overall event manager, liaising with tour managers, artists, touring crew, hirers and security teams.
11. To act as a key holder for the venues and to help ensure their security at all times.
12. While duty managing the venues and events be the lead officer on duty for health and safety, evacuation and other emergency action plans as required.
13. To contribute to plans for improving the venues, supporting the design and delivery of capital investment schemes and associated revenue schemes.

14. To liaise with colleagues, contractors and WBC departments as required ensuring compliance with all licensing and other requirements.
15. To be aware of and to adhere to the Health and Safety Policy and other operating policies of the venues and their facilities, undertaking such duties as required and ensuring that reasonable care is taken to maintain a healthy and safe working environment.
16. To assist with the planning, delivery and safe running of outdoor events in Warrington in line with the business plan and as a result of commissioned activity. To include the booking of event resources, liaison with partners and WBC departments, the preparation of Event Management and Safety plans and risk assessments, PRS and license requirements and liaising with all relevant partners in a timely manner.
17. To assist in ensuring all aspects of the event planning process are considered and the relevant information is distributed to the various departments, such as technical, marketing, catering and security.
18. Operate electronic tills and follow Culture Warrington's cash handling / administration procedures.
19. To assist with the collection of performance data and the completion of quarterly KPI reports.
20. To assist the Venue and Events manager with budget forecasting and monitoring for your business area.
21. To assist and stand in for the Venue Hire Officer and Event and Front of House Officer.
22. To assist on the production of reports requested by the Venue and Events Manager or other members of the Operational Management Team.
23. To support the Venue and Events Manager and deputise for them in line with the Event and Programming Officer's grade.
24. Undertake additional duties commensurate with the level of this post as required by the Venue and Events Manager.

The nature of the duties listed above may over time change in which case the job description will be amended accordingly. This may not alter the size and scope of the job.

Date: 07/11/21

Prepared/revised by: C Persoglio

In conjunction with:

PERSON SPECIFICATION

NOTE TO APPLICANTS:

Whilst all points on the specification are important, those marked 'E' (essential) are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. In addition to interviews a variety of other selection methods may be used such as tests or exercises dependant on the role applied for. You will be advised of any alternative selection methods in the letter inviting you for interview.

JOB TITLE: Events and Programming Officer

GRADE: 5

HOURS: 37

Key: (E) Essential (D) Desirable

Experience

Experience within a related field/venue (E) I,A

Experience of working within a network of professional artists/local community/voluntary groups (E) I,A

Have a thorough understanding of the commercial theatre business, excellent knowledge of the industry and a good network of contacts. (E) I,A

Experience of co-ordinating in a venue/venues (E) I,A

Proven experience of successfully managing teams and achieving results (E) I, A

Proven experience of successfully managing a variety of events (E) I,A

A strong understanding of all elements of event safety (E) I, A

Skills and Abilities

Intermediate IT skills (E) I

Ability to work on their own initiative and make decisions as required without access to more senior colleagues (E) I, A

Highly developed negotiating skills (E) I

An ability to demonstrate a professional working relationship with Agents, Promoters and Artists (E) I, A

Ability to work within, and maximise, budget allocations for events ensuring effective and efficient use of funds and negotiate the option to share costs with external partners (E) I, A

Ability to effectively manage projects, work programmes and meet target deadline against competing priorities (E) I, A

Excellent organisation and planning skills and the ability to work to tight deadlines (E) I

Ability to match resources to event requirements

Understanding of contracts and the delivery of any contractual obligations (E) I

Education/Qualifications/Knowledge

Education to degree level or equivalent (D) A,I

An event management or similar professional qualification (D) I,A

Specialist knowledge of event safety & security (D) I, A

Other Requirements

Ability to work as part of a team and on own initiative (E) I, A

Commitment to personal training and development (E) I

Excellent communication skills (E) I, A

To be able to demonstrate a shared vision for the development of the service (E), I

Commitment to Equality and Diversity

Ability to understand and demonstrate commitment to equality and diversity (E) I, A

Commitment to Service Delivery/Customer Care

Motivated, enthusiastic and hardworking individual who is committed to customer care (E) I

METHOD OF ASSESSMENT (M.O.A.)

A = APPLICATION FORM, **C** = CERTIFICATE, **E** = EXERCISE, **I** = INTERVIEW, **P** = PRESENTATION, **T** = TEST, **AC** = ASSESSMENT CENTRE