**Current Opportunities**

**Position:** Events Coordinator

**Pay:** £7.96 per hour

**Job type:** Casual Zero Hours Basis

**About the role**

Culture Coventry offers inspiring and welcoming activities where the diverse communities of our city can explore and celebrate culture and identity.  We are looking for an Events Coordinator on a casual basis to coordinate all aspect of events in liaison with internal and external stakeholders. They will ensure that events run as planned and that external speakers, artists and contractors keep to conditions of agreements for events and that deviation from these conditions is highlighted and resolved, if required escalating to the Creative Events producer if required.

We aim to build sustainable and authentic relationships with our audience and the people we work with through an innovative and vibrant events programme and to enrich the experience of our visitors through stimulating learning opportunities that provide diverse experiences beyond viewing our wide range of collections and exhibitions.

**About the organisation**

Culture Coventry Trust is one of Britain’s most exciting arts and heritage organisations. Its mission is to promote innovative and creative arts activities in ways which help to establish them as a significant part of people’s lives. The Trust supports a regular programme of exhibitions, educational workshops and performances and attracts over 700,000 visitors of all ages per year.

Within the Trust we have Coventry Transport Museum, The Herbert Art Gallery & Museum and the Old Grammar School, which are all situated in the heart of Coventry and the Lunt Roman Fort less than three miles away on the outskirts of the City. Therefore the Trust plays a unique role in Coventry’s cultural development and is actively taking part in the Coventry City of Culture 2021.

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| **We are looking for candidates who have:*** Skills in event management or willingness to gain them;
* Strong customer focus with a passion to deliver a proactive and high level of customer service;
* Strong communication skills with a good understanding of the English language to communicate effectively with our customers;
* Self-motivated with ability to take the initiative and problem solve;
* Team player with an approachable manner
* Sensitive to the different cultural backgrounds of Coventry’s diverse communities and a commitment to equal opportunities practice when serving customers;
* A flexible approach to work with the willingness and ability to work outside standard hours;
* Enthusiasm for arts and heritage events;
* Confident and outgoing approach;
* Able to communicate with a wide range of stakeholders.
 | **Key responsibilities will include:*** Ensuring the preparation of rooms for events by following a plan to set up tables and chairs, hang decorations and set up PA systems;
* Supporting the programme by delivering smaller events eg. workshops talks, film screenings, live art, music events;
* Supporting artists, preparing equipment, managing spaces, directing volunteers, adhering to Health and Safety procedures and ensuring others do too, and resetting spaces for next activity;
* Taking money at events and managing ticketed events through Eventbrite system;
* Assisting the Creative Events Producer to deliver large events;
* Resolving any customer issues, ensuring they are escalated to the Creative Events Producer where appropriate;
* Assisting our partner organisations to deliver their events to our standards in our venues;
* Working across all four Culture Coventry sites.
* Assisting the Creative Events Producer with the development of the events programme.
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**Closing date for applications: 8th July 2018**

**Interview Date: 20th July 2018**