**Current Opportunities**

**Position:** Creative Events Producer

**Pay:**  £20,661 – £25,951 per annum dep on experience

**Job type:**  Full time

**Working hours:**  37 hours per week

**Working pattern:** 8:30 – 17:00 Mon – Thu, 8:30 – 16:30 Fri

**About the role**

Culture Coventry is looking for a highly motivated individual, who has the creative vision to produce large scale events that have impact in and for the city.

As an integral member of a fun and dynamic exhibitions and events team you will use your networks and project management skills to create a vibrant offer of high impact events that draw large audiences’ numbers regionally and nationally. You will work in partnership with our local art companies, as well as, build new partnerships with regional and national partners.

You will be entrepreneurial in your thinking and be able to demonstrate an ability to fundraise for creative events at scale.

**About the organisation**

Culture Coventry is one of Britain’s most exciting arts and heritage organisations. Our mission is to promote innovative and creative cultural 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, events and performances which attract over 700,000 visitors 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.

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| **We are looking for candidates who have:**   * Experience managing a creative programme within an arts and heritage context. * Experience of successfully managing a diverse range of creative projects. * Experience of budget management, statistical analysis and financial planning. * Experience of project management. * An excellent standard of English and written communication skills. * A positive and flexible ‘can do’ attitude. * The ability to multitask and stay calm under pressure. | **Key responsibilities will include:**   * Responsible for planning, managing and delivering high impact events across our sites and venues. * To work collectively and collaboratively with the local, national, international networks, companies and stakeholders to ensure our sites are vibrant, energised spaces that attract local, regional and national audiences. * To develop an events management process that clarifies and outlines all key considerations to ensure effective delivery for each event. * To act as project lead in coordinating internal stakeholders to ensure effective and efficient delivery. * Work to a delegated budget. * To identify funding opportunities through external agencies and partnerships to ensure the sustainability of creative programs. * To ensure coherent and consistent data capture in order to write timey activity reports. |

Please note this post will be based at both the Herbert Art Gallery & Museum and Coventry Transport Museum.

**Closing date for applications : 21st February 2020**

**Interviews to be held : TBA**