**Current Opportunities**

**Position:** Creative Events Officer

**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 build events programming that enrich our cultural offer and that raise the profile of our sites and venues.

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 and self-sustaining creative programme in response to both our temporary and permeant exhibitions offer. We are looking for individuals who are commercially minded, capable of creating a self-sustaining cultural offer, that is of a high quality.

We are looking for someone who will be able to build a programme that draws visitors from across the region, to be inspired by the exhibitions we show and the collections we house You will be someone who will be able to build a programme to be outstanding in the year of Culture, 2021, when the world spotlight will be on Coventry as a centre of good practice.

**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 quality events, workshops and talks in response to the temporary exhibitions programme.
* Identify key dates to celebrate the history of Coventry and raise the profile of the collections and their use in our permanent offer.
* Create a self-sustaining model of creative workshops that offer skills and technique for our visitors.
* Work with our communities to understand the need for relevant activity.
* To work collectively and collaboratively with the local, and regionally to ensure our sites are vibrant, energised spaces that attract local, regional and national audiences.
* To act as project lead in coordinating internal stakeholders to ensure effective and efficient delivery.
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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**