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| JOB DESCRIPTION |  |

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| **ROLE:** Creative Events Officer**LOCATION:** Multiple Sites**RESPONSIBLE TO:** Exhibitions and Events Manager**RESPONSIBILE FOR:** N/A | **CONTRACT:** Permanent**WORKING HOURS:** 37 Hours**SALARY:** Grade 5 |
| **OVERALL PURPOSE AND OBJECTIVE OF THE ROLE:*** To create, develop and deliver a creative events programme in response to the temporary exhibitions programme as well as our permanent offer to local and regional audiences.

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| **MAIN DUTIES AND RESPONSIBILITIES: -*** 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.
* Work to a delegated budget.
* To ensure coherent and consistent data capture in order to write timey activity reports.

**GENERAL RESPONSIBILITIES: -*** To embrace and lead by example on the company’s key values;
* Identify and review risks with your Line Manager as part of the organisational risk register;
* Contribute to the ongoing review and development of the Trusts policies and procedures to support continuous improvement;
* Ensure adherence to all Trust policies and procedures;
* Ensure you and those you work with comply with and understand all Health & Safety policies and requirements;
* Support and input into the organisational digital strategy as required;
* Identify and collaborate with potential key external stakeholders;
* Identify fundraising or sponsorship opportunities and highlight these to your Line Manager; and
* Ensure adherence to the GDPR in respect of all data collected and maintained.
* To carry out tasks at a range of sites that are either operated or managed by the Company or where services are delivered by the Company.
* To promote Equality and Diversity and ensure full compliance with Company policy.
* To undertake other duties and provide short-term cover where necessary, as specified by Management, which are appropriate to your qualifications, experience and general level of your position.
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| PERSON SPECIFICATION |  |
| **Criteria** | **Essential** | **Desirable** | **Evidence** |
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| Creative ability to develop ideas for special events | 🗹 |  | Application/Interview |
| Excellent organisational and time management skills to manage multiple events and meet deadlines | 🗹 |  | Application/Interview |
| Experience of managing and delivering a event programme | 🗹 |  | Application/Interview |
| Ability to manage events to budget | 🗹 |  | Application/Interview |
| Excellent communication and interpersonal skills for establishing and maintaining effective working with a wide range of people | 🗹 |  | Application/Interview |
| Effective negotiation and advocacy skills |  | 🗹 | Application/Interview |
| Knowledge of developing commercial and fundraising opportunities around events |  | 🗹 | Application/Interview |
| Sound knowledge of practical, logistical and legal requirements involved in staging events (including talks, workshops and music’s/theatre/dance/performances). | 🗹 |  | Application/Interview |
| Self-motivated with the ability to take the initiative. | 🗹 |  | Interview |
| Good IT skills and knowledge of Microsoft Office applications | 🗹 |  | Application |
| Knowledge of Health and Safety issues and risk assessments relating to events. | 🗹 |  | Application |
| Awareness of legislation in relation to intellectual property rights. |  | 🗹 | Application |
| Experience of supervising staff, casuals and volunteers. | 🗹 |  | Application |
| Experience of working with other colleagues, such as marketing, technicians and professionals. | 🗹 |  | Application |
| Evidence of GCSE Maths and English at Grade C or above. | 🗹 |  | Application |
| Post graduate qualification in events management or equivalent  |  | 🗹 | Application |

**Date Created:** October 2019

**Date Amended:** February 2020