

Span Arts Event Manager – Freelance Contract

List of Duties

Span Arts is looking to increase its pool of freelance Event Managers to take a lead role in the smooth running of our live events programme. Training provided.

Responsible to: Span Arts Director

Location: Narberth and venues and settings across Pembrokeshire

Contract: Freelance based on £8 per hour

Working Hours: Evening & weekend work will be required

How do I apply for Freelance Event Manager contract opportunity?

This is a freelance contract position. As such we will accept CV's in relation to this contract with a covering letter outlining how your experience meets the list of duties outlined in the link below.

For further details contact us on 01834 869323 or email info@span-arts.org.uk

Span Arts is committed to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

Closing date: **Thursday 28th March 9am**

Interviews: **Friday 5th April 2019**

Main purpose of role

Event Managers are crucial to the successful delivery of our rich and diverse programme of events working in partnership with Span Arts staff, event volunteers, promoters, artists, security and venue providers.

The Event Manager has overall responsibility for ensuring the smooth delivery of an event to make sure a high quality experience is enjoyed by all. The Event Manager will follow best practice in event management, adhere to the law, operate under Span Arts policy framework and any associated premises licenses to ensure the safekeeping and wellbeing of all involved.

The Event Manager has the authority to make decisions in the best interests of all parties on the night to troubleshoot any difficulties or to deviate from the agreed Event Management Plan.

Duties and Responsibilities:

Pre-event duties:

- Liaise with the office staff in advance to ensure full preparation and understanding of the event requirements
- Collect the events box, equipment and materials from an agreed designated area in the Span arts building in advance of the event and ensure all is present and in order.
- Where Event Management of regular events occur, eg; jazz, comedy, music, meet with and/or liaise with the regular team of volunteers associated to the event to ensure a team approach to running the overall programme of those events

During event duties:

- Check and follow the Events Briefing Sheet
- Oversee the Volunteer team and ensure volunteers have signed in and out on the Volunteer sign in sheet at the beginning and end of the event
- Manager and fully brief all volunteers: Box Office, stewards, security, ushers, tuck, catering, lighting / sound with any necessary information
- Work with and fully brief tour managers, technicians, security, venue staff including bar, catering and designated premises supervisors, police, hospitality providers and other responsible professionals associated with the event where necessary
- Adhere to venue or setting fire action plans, capacity restrictions and licenses
- When appropriate, manage facilities for car parking and traffic control
- Ensure all acts/performers needs are met in line with artist contracts as outlined on Event Manager Briefing Sheet
- Adhere to insurance, legal, health and safety obligations
- Bring together all relevant elements smoothly and effectively
- Troubleshoot on the night to resolve any difficulties with all parties including food and accommodation.
- Return all equipment to an agreed designated area at Span Arts

Post event duties:

- Ensure the Box Office finance sheet is accurately completed and returned to the gig box
- Work with volunteers to cash up different floats and ensure the float finance sheets are all accurately completed and returned to the gig box
- Safeguard all monies inline with Span Arts financial procedures and insurance
- Leave the venue/setting in the same condition as you found it by overseeing the dismantling and removal of the event and help the volunteers to do so
- Ensure transportation and return of equipment and materials to the agreed designated area
- Fill in the feedback section on the event management form and report any loss or damaged equipment

Other:

- Take responsibility for own Health and Safety in the workplace.
- Attend Span Arts Event Management Training and induction including taking part in 2 shadowing experiences with a longstanding Event Manager in advance of running your first event.
- Attend Event Management refresher training delivered by Span Arts at least every 3 years
- Attend internal and external meetings appropriate to the role as required.
- Adhere to Span Arts policies and procedures, including equality and diversity

Person specification:

Essential Skills, Experience and Attributes

- Demonstrable knowledge of event management with either over 2 years of experience in running public events or willingness to be trained up and shadow an experienced Event Manager
- Effective communication skills with the ability to liaise with a wide range of Event professionals, volunteers and members of the public
- Understanding of best practice in all areas with regards to licensing, health and safety, risk assessment, equality, security and safeguarding, box office and financial procedures
- A strong ability to lead and manage a team with diverse needs and responsibilities
- Understanding of and a commitment to the aims and principles of Span Arts and its equal opportunities policies and safeguarding practices.

Desirable Skills, Experience and Attributes

- Experience of working in a community arts setting, or evidence of a strong interest in community arts work.
- Ability to communicate in Welsh
- Personal license holder