Job Description

**Sudbury Arts Centre**

Events Co-ordinator

**Purpose**: To support the delivery of events and activities at Sudbury Arts Centre supporting the Operations Manager to deliver a programme aimed at attracting new audiences to the site and securing repeat users that supports income generation and future sustainability.

**Responsible to**: Operations Manager, The Bridge project at Sudbury Arts Centre.

**Responsible for:** Visitors, volunteers and the general public

Number of hours: 17.5 hours over 4 or 5 days per week (flexible working pattern apply)

Length of Contract: 12 months fixed term contract with the possibility of an extension

**Location:** Sudbury Arts Centre, Market Hill, Sudbury

Salary Band: £24,000 pro-rata per annum

# Job Description

The Bridge Project is working in partnership with the Churches Conservation Trust (CCT) to deliver exciting arts, heritage and community space at the heart of Sudbury. For more information on Sudbury Arts Centre visits [www.sudburyartscentre.com](http://www.sudburyartscentre.com) For more information about the Bridge Project visit [www.thebridgeproject.co.uk](http://www.thebridgeproject.co.uk)

The home of Sudbury Arts Centre is the impressive Grade1 listed church building of St Peter’s, which has recently reopened after securing a National Lottery Heritage Fund grant to create this vibrant and welcoming arts, heritage and community centre for the people of Sudbury. The Bridge Project are the tenants of the venue. This role will contribute to the National Lottery Heritage Fund funded Activity Action Plan.

Working with the Operations Manager, the Events Co-ordinator will coordinate and deliver a programme of events, generating income through ticketed events, third party hires and in-house concerts, talks, exhibitions, markets and other events.

The Events Co-ordinator will assist the Operations Manager to explore and maintain a suite of documentation to support the delivery of events, such as floor plans, technical data sheets, ticketing platforms etc.

**Key Tasks**

1. **Deliver Events at Sudbury Arts Centre with a focus on generating income**

The post holder will actively engage with potential hirers, traders and audiences to encourage participation with Sudbury Arts Centre and will:

* Plan and organise events from concept to execution in order to generate income to support the sustainability of the venue.
* Coordinate and communicate with vendors, suppliers, and event partners
* Lead on event budgets and logistics
* Coordinate event registrations, ticketing, marketing and attendee communication
* Ensure events run smoothly and meet objectives
* Support evaluation of events, including gathering data, quotes from participants and reporting on achievement of milestones / targets
* Undertake day-to-day administrative tasks including, ordering resources, taking bookings, updating ticket listings, and contributing to partner / funder reporting
* Ensure all activities are coordinated with the operations / activities team.

1. **Support volunteers**

* Alongside the Operations Manager, support volunteer recruitment, retention, reward, and their involvement with running events.

1. **Support the Operations Manager in the delivery of a variety of programmed events**

* Delivering seasonal events including Easter, Christmas, Halloween, Heritage Open Days, Remembrance Day etc.

1. **Additional duties** – please note this list is not exhaustive.

* Front of house duties as required for events and to cover staff absences.
* Supporting the maintenance of the ticketing system
* Supporting the marketing of events

**Additional Information**

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, volunteers, and visitors. All staff has a responsibility to manage risk within their sphere of responsibility.

All Bridge employees are accountable, through the terms and conditions of their employment, and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

Data Protection

If you have contact with computerised data systems, you are required to process and/or use information held on a computer in a fair and lawful way. You are also required to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose.

# Person Specification

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Essential** | **Desirable** |
| **Education and Training** | | |
| 1. Level 3 qualification in a relevant area such as Health & Safety, events management etc |  | **X** |
| **Experience** | | |
| 1. Experience of delivering events in a hospitality, cultural or community setting | **X** |  |
| 1. Experience of effective collaborative working with external partners and stakeholders and developing effective relationships. | **X** |  |
| 1. Experience of supporting volunteers |  | **X** |
| 1. Experience of working to a set budget. | **X** |  |
| **Knowledge, Skills & Abilities** | | |
| 1. Effective interpersonal, networking, communication, and presentational skills. | **X** |  |
| 1. Ability to take initiative, identify priorities and plan activities and events | **X** |  |
| 1. Knowledge of local communities and stakeholders |  | **X** |
| 10. Administratively self-sufficient and possess strong IT skills, particularly Microsoft Office applications and use of social media platforms such as Instagram and Facebook in a professional capacity | **X** |  |
| **Personal Qualities** | | |
| 1. Self-motivated ability to organise and balance priorities | **X** |  |
| 1. Enthusiastic, approachable, and confident | **X** |  |

## **Job Requirements**

* A willingness and ability to work flexibly according to the needs of the Bridge Project at Sudbury Arts Centre, which will include work outside core hours, evenings, and weekends.
* The post holder will be required to have an up-to-date DBS (Disclosure and Barring Service)

**Key working relationships**

You will be expected to work closely with the Operations Manager, local partners, users of the Sudbury Arts Centre, and volunteers.

**To apply for the post**

Please email Alli Burke, Operations Manager (Bridge Project) with a covering email and CV.

Email: [alli@sudburyartscentre.com](mailto:alli@sudburyartscentre.com)

**Timeline**

|  |  |  |
| --- | --- | --- |
| Closing date for applications | 5pm Friday 9th August |  |
| Interview date | Wednesday 21st August | (in person at Sudbury Arts Centre, Suffolk) |