



8 June 2018

Dear Applicant,

Events & Festivals Coordinator, 28 hours per week

Thank you for requesting an application pack for the role of Events & Festivals Coordinator at Theatre Hullabaloo.

This pack includes:

- Job description and person specification

The application form and equal opportunities monitoring form are available as separate downloadable documents. Applications will only be accepted when submitted on the company application form unless an alternative has been agreed.

You can find out more about Theatre Hullabaloo and our work including our venue The Hullabaloo, by visiting our website www.theatrehullabaloo.org.uk

Theatre Hullabaloo is striving to be an equal opportunities employer. We welcome applications from Black and Minority ethnic and disabled candidates who are currently under represented in our organisation. The Hullabaloo is a purpose-designed space that is fully accessible.

We are a family friendly organisation and offer a flexible and supportive working environment, value experience as well as skills and qualifications and aim to ensure everyone in the organisation is aware of our equality and diversity commitments.

The deadline for applications is 12noon Thursday 28 June 2018.

Interviews are provisionally penciled for Wednesday 4 July 2018

Please submit your application by email to info@theatrehullabaloo.org.uk using the application form provided along with the equal opportunities form. If you need to submit your application in an alternative accessible format please contact us in advance so that we know to expect it.

Please note that whilst we will acknowledge receipt of your application, due to the high number of applications received, we are unable to respond to them individually. If you have not been contacted by Friday 29 June, please assume you have not been shortlisted. I hope you decide to apply and look forward to receiving your application.

Best wishes,

Laura Case

Executive Director



Events & Festivals Coordinator

23,000 per annum pro rata (based on a 40hr week)
Hours: 28 hours per week **see end of Job Description*

- *Responsible to the Executive Director*

Main purpose of the job:

The **Events & Festivals Coordinator** is responsible for the operational delivery of Theatre Hullabaloo's events programme, particularly the coordination of TakeOff Festival.

The role will coordinate and deliver all operational elements and logistics related to the events programme in particular TakeOff Festival and other events such as conferences, inspiration days, launches etc, managing all areas of coordination and implementation. The role is also responsible for Volunteer Management across Theatre Hullabaloo's strands of work.

Key responsibilities:

- Lead, oversee and deliver all of the operational and logistical aspects of the events programme
- Work with the Executive Director and Artistic Producer to ensure that the strategic objectives of the Business Plan and any funding agreements are fully incorporated into planning and delivery of the events programme
- Implement the sales strategies for the events programme and lead on achieving sales and income targets including achieving schools'/group bookings at the required levels
- Support the senior management team to strengthen relationships with schools, community groups, and identified potential partners.
- Support the senior management team to identify and develop relationships with specific community and school groups
- Lead on the development and coordination of host and partner schools for events
- Manage and coordinate all aspects of volunteer management for the company, including the recruitment and engagement of volunteers - briefings, health & safety,
- Work closely with technical staff and Production/Technical Manager's to ensure all technical aspects of the events programme are successfully delivered, including health and safety elements including risk assessments
- Develop, complete and keep updated all documentation required to successfully deliver the events programme, including Event Plans/manuals, Staff briefings, Health & Safety, travel plans, risk assessments, databases/spreadsheets
- Complete and issue all deal sheets, letters of agreements and contracts required for companies, venues, artists and so on
- Develop and maintain relationships with partners and venues and ensure they are kept updated on the opportunities of the events programme and that there is adequate contracting to ensure all bookings proceed smoothly
- Ensure all companies and parties involved in events & festivals are contracted
- Organise launch parties, VIP receptions etc linked to the events programme
- Manage freelance workers connected to the events programme and also recruit and oversee any volunteers
- Oversee the administration of the events programme, supported by the administrator
- Work with the Executive Director to ensure the budgets are managed appropriately
- Work with the Executive Director on the delivery of audience development initiatives
- Work within agreed budgets and ensure that value for money is sought
- Reconcile all event's programme accounts with contractors and any box office and fee-based payments (supported by the General Manager)
- Support and maintain stakeholder relationships
- Develop and prepare all materials required for evaluation and monitoring. Ensure there is robust monitoring in place for all of the events programme including accurate recording of participant, audiences, volunteers, environmental measures, alongside Equal Opportunities data collection requirements and so on

- Compile data for evaluation reports for internal and external purposes
- Advocate for Theatre Hullabaloo and its activity at all levels

General

- Act as an advocate for the company
- Work in line with the company's mission, vision and values.
- Offer a high level of customer and audience care at all times.
- Be available to work occasional evenings and weekends when required along with a handful of meetings and company commitments throughout the year.
- Adhere to Health and Safety procedures at all times.
- Carry out all other duties as reasonably requested to help the company achieve its objectives.

Additional

- Theatre Hullabaloo is an equal opportunities employer and we are committed to attracting and recruiting candidates from all communities.
- As a family-friendly organisation, working hours can be flexible.
- Holiday entitlement: 35 days per annum (including public holidays) pro rata.
- No overtime is payable but Flexi/TOIL may be taken in agreement with your line manager

The above provides example duties under the responsibilities and is not an exhaustive list. All other duties as reasonably requested by the Executive Team.

*Hours: Given the nature of this post, the Coordinator will be expected to work additional hours around events to meet the needs of the role. Given the demands of the TakeOff Festival particularly, it is expected the Events & Festivals Coordinator will work increased hours during October.

Person Specification

Essential

At least 2 years' recent experience of event/project management or producing
 Excellent organisational and planning skills
 Experience of Health & Safety and risk assessments
 Ability to deliver projects/events that meet stakeholder and/or funder outcomes
 Experience of partnership working
 Energetic, efficient, resourceful and flexible
 Excellent literacy and numeracy skills, including the ability to devise and manage budgets
 Excellent IT skills
 Ability to present
 Good team player
 Good research and evaluation skills
 High level communication skills
 Positive and diplomatic
 Ability to work under pressure / to deadlines
 Organised and a self-starter
 Able to act as an advocate and inspire others
 Ability to deliver events that reach a range of audiences
 Ability to act as an advocate and represent the organisation as required

Desirable

Experience of Theatre or Performing arts
 Experience of work for young audiences
 Knowledge of Theatre Hullabaloo's work
 Interest in Theatre for Young Audiences
 Knowledge of the education sector
 Experience of developing bids to funders
 Clean driving license