

LIBERTY LEISURE LIMITED

Department:	Events
Post No & Job Title:	Events Officer
Grade:	Grade 5
Responsible to:	H169 – Cultural Services Manager
Responsible for:	Contracted artists, infrastructure and support providers and casual Staff
Main purpose of the job:	To support the Cultural Services Manager in organising events and workshop activity as well as on-site management of a limited number of events throughout the annual programme of activity.

Main Duties and Responsibilities:

1. Assist the Cultural Services Manager in assessing the relative importance of and demand for events, arts and play development initiatives.
2. Working with the Cultural Services Manager in the formulation of projects and promotions that meet community needs.
3. Assist in the development, organisation and promotion of key events and programmes of work during the year including The Hemlock Happening, Festivals, Family events, Youth events, Play Day events, Christmas Light Switch On Events and any additional existing and new events at approximately 20 venues throughout the Borough.
4. Responsibility for contracting and managing subcontractors, artists, infrastructure and activity providers and ensuring their compliance with Liberty Leisure Limited policies with particular emphasis on Health & Safety and Public Liability insurance.
5. Negotiating with artists and infrastructure providers in order to drive down costs
6. Liaise with statutory, voluntary and community organisations concerning arts, events and play issues.
7. Deal with enquiries from the public and project partners and give the appropriate advice.
8. Assist in the marketing and development of existing events, community arts projects and activities. Duties to include maintaining contact databases, implementing social media strategies, email campaign management, overseeing development and distribution of promotional materials, and information packs. Tasks include copywriting, sourcing, contracting and liaising with design agencies and assisting in the on-going marketing of events through specific L Leisure web pages.
9. To manage projects within the agreed budget allocations and maintain satisfactory financial records, statistical information as well as photographic and video records.
10. Accountability for resources to include the accurate handling and security of cash or cheques where applicable, and the maintenance, inventory, insurance and storage of events materials and stock.

11. Actively seek and obtain sponsorship and grants from various organisations to supplement existing events funds.
12. Develop additional income generation opportunities
13. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Managing Director.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

SPECIAL CONDITIONS

Duties will require flexible working to include work outside normal office hours especially during events and workshops.

RESTRICTIONS

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of an Events Officer but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.