

## **BROXTOWE BOROUGH COUNCIL**

### **JOB DESCRIPTION**

<b>Department:</b>	Communications, Cultural and Civic Services
<b>Post No &amp; Job Title:</b>	H170 Culture and Events Officer
<b>Grade:</b>	Grade 7
<b>Responsible to:</b>	H169 – Cultural Services Manager
<b>Responsible for:</b>	Contracted artists, infrastructure and support providers and casual staff
<b>Main purpose of the job:</b>	Liaising with stakeholders and statutory bodies to create, plan and manage large indoor and outdoor public events including festivals, family and youth events, play days and Christmas Lights Switch Ons as part of an annual programme of activity. Design, organise and manage smaller events such as workshops and other activities. Ensure compliance with appropriate legal procedures and protocols.

### **Main Duties and Responsibilities:**

1. Act in the roles of Event Manager, Assistant Event Manager, Infrastructure Manager or Stage Manager at public events organised by the Council to make dynamic on site risk assessments and ensure appropriate legislation and best practice standards are met.
2. Use strong analytical and communications skills to respond to and resolve issues in order to protect and enhance the Council's reputation with subcontractors, volunteers, colleagues, civic dignitaries, artists and members of the public.
3. Manage arts and events development projects including infrastructure, health and safety, community groups, artist liaison and marketing. Manage the contributions of others to ensure deadlines are met and maintaining accurate information relating to specific work areas.
4. Ensure event health and safety at locations with diverse variables, taking responsibility for emergency procedures, access, egress, traffic management, risk assessment, Construction Design Management planning, security and first aid.
5. Research sector specific developments and keep abreast of current trends in order to assess the relative importance of and demand for events, arts and play development initiatives and ensure an effective and attractive offer for residents.
6. Liaise, negotiate and contract manage suppliers, subcontractors, artists, infrastructure and activity providers to ensure their legal compliance, through the checking of supplier risk

assessments, food hygiene, public liability insurance cover, ADIPS (ride testing) and electrical equipment testing documents.

7. Liaise and negotiate with stakeholders to manage conflicting priorities and deadlines for projects and high profile events to ensuring best value for residents.
8. Provide professional and confident communications to resolve contentious and sensitive issues during the organisation and delivery of events to protect and enhance the reputation of the Council, including management of conflicting needs, expectations and demands from a range of stakeholders of all levels of seniority.
9. Liaise with Senior Officers, Elected Members, Town and Parish Councils, MPs, project partners and the public providing advice, guidance and direction relating to events and cultural activity such as appropriateness of venues, contracting of artists and subcontractors, assessing financial and health and safety risks, marketing and budget management
10. Work in conjunction with partner agencies, including the Police, Fire Service and Highways Authority to ensure that their advice and priorities are considered and where appropriate, implemented into event planning and delivery.
11. Plan, produce and co-ordinate marketing activity for events and arts development activities including writing content tailored to a variety of different channels and audiences, using the content management system to edit web content and working with colleagues to develop social media strategies and email campaigns.
12. Liaise with the wider Communications Team to ensure that publicity and marketing materials effective and meets the needs of corporate strategies, brand guidelines and accessibility legislation.
13. Manage devolved budgets, identifying additional income such as sponsorship and grants to supplement existing funds.
14. 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.
15. Undertake tasks to ensure business continuity of the service in the absence of the manager.
16. 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 Head of Service.

### **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.