JOB DESCRIPTION

Friends of Stretford Public Hall

Job title:	**Event Coordinator**
Salary:	**£27,500 pro rata**
Hours:	**Part time, two days per week (15hrs)**
Duration:	**12-month contract**
Reports to:	**CEO, Stretford Public Hall**
Responsible for:	**Event volunteers**

JOB OVERVIEW

The main responsibility of the Event Coordinator will be to deliver a vibrant, accessible, and profitable programme of cultural and community events at Stretford Public Hall.

This will include being responsible for the delivery, staffing and management of all internal events at the hall, ensuring a minimum of three large events per month.

The Event Coordinator will be expected to be available to attend and manage events when required, which is likely to involve working weekends and some unsociable hours.

The first weekend of each month is scheduled for Stretford Public Hall events so there is an expectation that the Event Coordinator will be available to support these events each month.

RESPONSIBILITIES

The coordination and delivery of the hall's programme of existing community events:

- Delivery of existing events and activities (eg regular cinema nights, live music nights, DJ nights and other community events), ensuring activities are accessible to all.
- Responsible for the development and delivery of other community activities and events (eg monthly car boot sales) and one-off events (eg Heritage Open Day; Christmas Fair)

Developing and delivering new community events, overseeing every stage of the event development and management process including:

- Researching and development. Seeking grant funding for these where applicable.
- Producing proposals (including timelines, activities, performers, suppliers, and staffing).
- Organise additional equipment, suppliers, contractors etc.

For all events:

- Work alongside the hall manager to ensure adequate facilities for car parking, traffic control, security and first aid.
- Ensure event plans fit within planning and licencing requirements, and legal restrictions, and to carry out risk assessments. Make sure that insurance, legal, licencing, and health and safety obligations are followed.
- Manage the set up and break-down of all events, ensuring no damage to the building.
- Collect social impact data (eg attendance figures; feedback data etc) and financial data to evaluate the impact and profitability of events.

Financial management

- **Costing and budgeting of all events, ensuring activities are financially viable or supported by appropriate external funding, and in line with annual budget allocations.**
- **Setting up and managing online and on-the-door tickets sales for events.**
- **Ensuring all event-related transactions (eg bar sales; ticket sales etc) are handled in line with Stretford Public Hall's financial policy and procedures.**

Management of casual staff and volunteers

- **Work alongside the Bookings Manager to ensure adequate staffing for all events.**
- **Working with the Volunteer Coordinator to plan event volunteer roles and supervision of volunteers during events. Participation in delivery of training for Event & Hospitality volunteers. Be responsive to feedback and suggestions from volunteers on how to improve events, and to ideas for new events.**
- **Regular weekly meetings with the Volunteer Coordinator and other colleagues to plan events and ensure their smooth running.**

Communications

- **Work alongside other hall staff to ensure events are appropriately marketed and promoted, to ensure high attendance and income generation.**
- **Use social media (Facebook, Twitter, Instagram, and other channels) to promote events and maintain relevant website content.**

Additional responsibilities

- **To actively engage with and build partnerships with other arts and cultural organisations, across Trafford and Greater Manchester.**
- **To play an active role in the day-to-day running of Stretford Public Hall, attending staff meetings, providing updates for the hall's Board, and generally supporting the wider work of the hall.**

General

- **This job description is not exhaustive, and the post holder will be expected to undertake any other reasonable duties, and provide support to the hall manager, as required and commensurate with the job.**