



Job Description: **L94** **Shows & Events Coordinator**

Main Purpose of Job

To assist in the operational management of Ipswich Arts & Entertainments shows, events and venues. Hold delegated responsibility for the efficient and safe running of the stage and backstage areas during shows and events, including the welfare and supervision of all technical staff while on duty.

Main Duties

1. To provide one or more of a range of support services including event management and control, site supervision, show manager and/or duty technical officer.
2. To ensure the successful production of shows and events by liaising with visiting Hirers, Producers, Promoters, Production Manager and Tour Managers etc. and providing the services detailed in the show's production specifications, including provision of staff, equipment, facilities and resources (lighting, sound, rigging, electrical requirements etc.)
3. To maintain a clean and safe working environment, ensuring that all Health and Safety systems, policy and guidance are complied with at all times by Council staff and visiting companies (including attending training on equipment or procedures when necessary).
4. To assist with management responsibilities including monitoring and evaluation of operations, report writing, scheduling staff, production of event manuals and schedules and monitoring of financial/budgetary information.
5. To provide general administrative support arising from all aspects of the service, ensuring adherence with the Council's administration procedures.
6. To record and respond to incidents and accidents including coordinating the communication of the incident to relevant individuals/emergency services.
7. To ensure effective communication with staff, volunteers, partners and contractors is maintained at all times and that the highest possible standards are achieved for visiting organisations and the customer.

8. To line manage Technicians, Senior Shows & Events Assistants and Shows & Events Assistants, ensuring safe and effective staffing provision and to assist with on-the-job staff training and development.

Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



IPSWICH
BOROUGH COUNCIL

PERSON SPECIFICATION

Shows & Events Coordinator

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESMENT
Qualifications	<p>A-level standard or equivalent experience in a technical related profession</p> <p>Excellent literacy and numeracy skills</p>	<p>IOSH or similar Health and Safety qualification</p> <p>First Aid at Work Certificate</p>	<p>Application Form / Certificates</p>
Relevant experience	<p>Experience of large event/project coordination in a similar environment</p> <p>Experience of working in a busy theatre/multipurpose environment</p> <p>Previous experience of liaison with Promoters and Technical Manager for shows or events</p> <p>Good IT skills including word processing, spreadsheet and email programmes (Microsoft Office package)</p> <p>Experience of working in a team to achieve shared objectives</p> <p>Experience of working within an administrative environment</p>	<p>Previous relevant experience in a similar role within the event industry</p> <p>Experience of staff training/induction and other personnel procedures</p> <p>Experience of supervising and motivating a team</p> <p>Experience of stage management on large-scale theatre productions</p> <p>Experience in the control and operation of sound and lighting equipment</p> <p>Experience of working in a frontline customer service environment</p>	<p>Application Form / Interview</p>

Specialist knowledge	Knowledge and experience of Health and Safety legislation & procedures relating to theatre, events and licensed premises; Including maintaining site records, fire regulations, risk assessments and method statements	Personal License holder	Application Form / Interview
Personal skills	<p>Ability to work as a part of a team</p> <p>Ability to work without direct supervision.</p> <p>Excellent written and verbal communication skills, able to communicate well at all levels and with a wide variety of people on a wide range of issues</p> <p>Good diplomacy skills in resolving multiple issues e.g. customer complaints, safety issues</p> <p>Ability to deal with all people in a respectful and positive manner</p> <p>Ability to prioritise and manage time and workloads effectively</p> <p>Handles pressure in a positive and purposeful manner and able to remain calm in an emergency situation.</p>		Application Form / Interview
Special working conditions	<p>Evening and Weekend working is required, sometimes until the early hours of the morning.</p> <p>Ability to work in a noisy environment during sound checks and show productions</p>		Application Form / Interview