



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

Main Purpose of Job

This position covers both shows and events at the Ipswich Regent Theatre and sister venue, The Corn Exchange.

To support the effective operational delivery of live performances, events, and functions at the Ipswich Regent Theatre and Corn Exchange. This includes taking delegated responsibility for the smooth, safe, and professional running of all stage and backstage operations.

The role involves overseeing technical preparations, coordinating with visiting production teams, and ensuring that all technical staff are well-managed, briefed, and supported throughout their duties.

A key focus is maintaining high standards of health and safety, technical excellence, and team welfare, while contributing to the overall success and reputation of the venues.

The post holder will act as a senior point of contact during events from the get in through to the get out. Ensuring that all technical aspects are executed efficiently and in alignment with artistic and operational requirements

Main Duties

1. To ensure the successful production of shows and events across our venues by liaising with visiting Hirers, Producers, Promoters, Production Managers and Tour Managers etc. and providing the services detailed in the relevant production tour rider and technical specifications, including provision of staff, equipment, facilities and resources (lighting, sound, rigging, electrical requirements etc.) in advance of the performance date, and ensuring good communications to all parties in a quick and efficient manner whilst adhering to technical costings.
2. To maintain a clean and safe working environment, ensuring that all Health and Safety systems, policy and guidance are always complied with by Council staff,

agency staff and visiting companies (including attending training on equipment or procedures when necessary).

3. To provide one or more of a range of support services including event management and control, site supervision, stage manager and/or additional event staff.
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 manage and resource Technicians and Shows & Events Assistant, 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 ASSESSMENT
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>	Application Form / Certificates
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>Technical experience to read and understand technical drawings and riders and to offer up solutions to any queries.</p> <p>Previous experience of liaison with Promoters and Technical Manager for shows or events</p> <p>Good IT skills including Microsoft Teams, Word, Excel and Outlook</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 of working in a frontline customer service environment</p>	Application Form / Interview

<p>Specialist knowledge</p>	<p>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</p> <p>Experience in the control and operation of sound and lighting equipment</p>	<p>Personal License holder</p>	<p>Application Form / Interview</p>
<p>Personal skills</p>	<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>		<p>Application Form / Interview</p>
<p>Special working conditions</p>	<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>		<p>Application Form / Interview</p>

