

## Job Description

<b>Group Member:</b>		Select an organisation – choose Luminate for a member of staff working for LEG services	
<b>Job Title:</b>		Events and Production Co-ordinator	
<b>Reports to:</b>		Paul Graham-Bell	
<b>Job Grade</b>	LEG A	<b>Department</b>	MaPP

### SPECIFIC ROLE RESPONSIBILITIES:

1. Organise the lettings of our performance and rehearsal spaces, ensuring effective communication to all relevant staff and hirers
2. Act as Front of House manager for School of Creative Arts events, which may include (but not be limited to) public performances, musical concerts, exhibitions and conferences.
3. Ensure that public events in the School of Creative Arts performance spaces run smoothly with high levels of customer service
4. Ensure that all health and safety regulations of the relevant performance spaces are being adhered to.
5. Brief and manage the team of ushers at the start of each event.
6. Prepare facilities and spaces for lettings
7. Manage ticket sales and box office functions
8. Develop front of house services for internal and external events
9. Be the main point of contact for stakeholders and external companies
10. Undertake relevant administrative duties for the Backstage Production department
11. Support purchasing and invoicing processes
12. Contribute to the marketing and promotion of the School of Creative Arts venues and events
13. Support teaching staff in the Backstage Production department.

### CORE RESPONSIBILITIES:

1. To oversee the running of studio, performance and hired spaces during events and external hires. This will involve regular evening work and some Saturdays.
2. To liaise with external organisations during the booking, planning and execution of their events
3. To maintain the highest possible level of customer service during public events.
4. To look after the front of house areas during public events including acting as Fire Marshall and First Aider.
5. To ensure the relevant risk assessments relating to external bookings are in place.

## GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

### **Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

### **Ownership**

*Using our robust business planning model to allow areas to have clear ownership over their vision and performance*

### **Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

### **Collaborative**

*Proactively seeking opportunities to create synergies and positive outcomes for all*

### **Passion**

*Encouraging all to have aspiration and passion in everything they do.*

### **Creative**

*Always hungry to learn and looking ahead so we can be responsive*

## Person Specification

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Educated to GCSE level	A
D	Higher Qualifications in a Creative Subject	A
D	First Aid trained	A

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Experience of working in a public events space	A&I
E	To be able to work in a pressured environment	A&I
E	Experience of delivering a high level of customer service	A&I
E	Knowledge of H&S procedures as applied to Live Events	A&I
D	Working knowledge of standard office software	A

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Punctual and reliable	A&I
E	Knowledge of H&S procedures as applied to Live Events	A&I
E	High level time management skills	A&I
D	The understanding of Live Events procedures	A&I

## Person Specification

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1 Support and promotion of equality, diversity and inclusion	I
E	B2 Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3 Commitment to the PREVENT agenda	I
E	B4 Commitment to professional standards	I
E	B5 Commitment to restorative practice approaches	I