

Job Title	EVENT CO-ORDINATOR
Salary	£22,000
Status	Full Time
Employer	Saffron Hall Trust
Main Place of Work	Saffron Hall Administration Office, Council Offices, London Road, Saffron Walden, CB114ER
Start Date	A.S.A.P.
Hours	35 hours per week including evening and weekend work
Holiday Entitlement	28 days plus public holidays
Probationary Period	6 months
DBS checking	The appointment will be subject to an enhanced Disclosure and Barring Service check. Saffron Hall Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.
About Saffron Hall	<p>Saffron Hall Trust is an arts organisation that aims to ensure that anyone can engage with the arts, no matter what their experience or background. It is the charity that operates Saffron Hall, a 740-seat concert hall that opened in late 2013, and which was built entirely through the private philanthropic gift of one donor, the Yellow Car Charitable Trust.</p> <p>Saffron Hall is designed to inspire through music and the arts, and is a space for professional, amateur and young performers, and for audiences keen to enjoy the very best that the performing arts have to offer. Sited on the campus of the Saffron Walden County High School, the hall is a flexible state-of-the-art venue with equipment to match and exceptional adjustable acoustics. It provides a home for concerts and other arts events, both own-promotions and hires. The programme combines school and amateur events, performances with an extremely high standard of professional artists & ensembles of national and international stature, and projects that maximise the educational and outreach opportunities provided by the siting of the hall on a school campus.</p>

Main Duties and Responsibilities

We are looking to recruit a passionate and highly organised Event Co-ordinator to work as part of a growing team to deliver our world-class series of concerts and learning & participation events. This is an important role within Saffron Hall's team and is key in developing excellent systems and supporting Programming, Marketing, Learning & Participation, Front of House and the Concerts team in a developing programme.

Reporting to the Technical & Operations Director, the Event Co-ordinator acts as an information point between artists, agents, hirers, third parties and internal departments. The Event Co-ordinator is also responsible for artists travel, hotels and catering. The Event Co-ordinator will work on the delivery of both the Learning & Participation and Concert programme. The Event Co-ordinator will be required to use the box office system 'Spektrix'.

- Work with artists and their management to draw up event documents and concert production schedules
- Correspond with Learning and Participation artists and project participants
- Issue standard contracts to an agreed fee for artists on own promotions and L&P projects, and to an agreed deal for hall hirers
- Book travel, accommodation and catering for artists and project staff
- Obtain, distribute and deliver technical and contract riders for concerts
- Produce information packs and resource material to support projects and concerts
- Work as Concerts Assistant or artist liaison on an agreed number of concerts and projects
- Ensure that all concert/project staff have the necessary information for concerts and projects in a timely manner
- Maintain excellent relationships with partner organisations
- Support the effective monitoring, evaluation and documentation for all L&P projects.
- Working with the Technical & Operations Director, ensure that health and safety regulation is complied with and complete risk assessments when required
- Represent Saffron Hall at external events as required
- Work with the Learning and Participation Director to ensure that saffron halls safeguarding policy is delivered.
- Provide first aid cover on events and in the office.

Concert Team, Front of House & Volunteers	<ul style="list-style-type: none"> • Assist the Technical & Operations Director to manage the large volunteer workforce. • Maintain the volunteer contacts database • Rota the volunteers and FOH Team • Organise annual volunteer events • Monitor volunteer numbers and assist the Technical & Operations Director in volunteer recruitment. • Rota the backstage concert team on a monthly basis. • Assist the Technical & Operations Director as required
Publicity & Marketing	<ul style="list-style-type: none"> • Use digital and social media platforms to ensure the visibility of our work • Work with the Saffron Hall box office system 'Spektrix' • Manage all seat holds for artists • Liaise with Marketing & Box Office to ensure correct seats are held off for technical holds and then released if necessary • Answer telephone booking enquiries together with Saffron Hall team
Finance	<ul style="list-style-type: none"> • Work with the Finance Controller and Technical & Operations Director to prepare statements for hall hirers • Update event budgets as required • Process invoices • Make withholding tax applications as required • Assist with quarterly budget updates • Assist with general office management such as stationery orders, setting up meetings and taking minutes at meetings as required
General Office Management	<ul style="list-style-type: none"> • Assist with general office management such as stationery orders, setting up meetings and taking minutes at meetings as required
Person Specification	<p>Candidates should have excellent administrative skills, impeccable attention to detail, strong organisational skills, good communication skills (face-to-face, phone and email) with a high standard of written/verbal English and be highly IT literate with the ability to produce spreadsheets in Excel and work with bespoke software such as the box office system 'Spektrix'. Candidates should have excellent team skills and be willing to work flexible hours and at weekends. The ability to work under pressure on many different projects at the same time and prioritise work, ensuring deadlines are met is essential. The ideal candidate will have a good knowledge of classical music and an interest or experience in arts education. Previous experience of arts and events administration is preferable.</p>