

**Job Description**

Post:	<b>Events Coordinator</b>
Salary Scale:	£17,014 which is pro-rata for 28 hours per week of a full-time salary of £21,268 (NJC pay scale SCP 23)
Hours:	28 hours per week (full time being 35 hours per week)
Employed by:	Victoria Baths Trust and Victoria Baths Trading Ltd
Reporting to:	Events Manager

**Purpose:**

To facilitate the use of the building for public and private events, working closely with the Trust's Event Manager and also the Administrative Assistant.

**Responsibilities:**

1. Facilitate the use of Victoria Baths by a range of individuals and groups for private events, including wedding parties, film crews, artists, corporate groups, community groups, tours groups and school groups. Liaise with potential users, arrange access, advise on event planning, duty manage (includes running the bar) and ensure security and safety during events. Provide a high standard of customer service to all these users.
2. Help to organise, oversee and participate (if required) in event preparation, set-up and take-down. This includes bar stock takes and ordering, manual handling of furniture and equipment, and technical set-up of basic audio-visual equipment.
3. Assist in managing public events at Victoria Baths; work with other Trust staff and volunteers to organise and run Open Days and other events. Supervise and support volunteers working with the project.
4. Assist in publicising the Victoria Baths project generally; work with other Trust staff to develop marketing materials, provide information on Victoria Baths to interested parties in verbal and written forms.
5. Carry out administrative tasks associated with events at Victoria Baths.
6. Any other tasks as may reasonably be required from time to time.

**Work-related Conditions:**

To support the Equal Opportunities Policy of the Victoria Baths Trust

To identify own training needs and take part in regular performance review with the Operations Manager

To acquire and maintain a First Aid qualification and a Food Safety qualification

To work flexible hours which will include weekend and evening work.

**Person Specification:****ESSENTIAL:**

1. An understanding and appreciation of Victoria Baths, its structure, history and architectural and historic significance.
2. Good communication, customer service and negotiating skills, in particular the ability to work with a range of project contacts including event organisers, film-crews, members of community groups, artists and the general public.
3. Hands-on experience of the set-up and duty managing of events, including event security/door supervision, bar operation and cash-handling skills.
4. An understanding of audio-visual equipment.
5. The ability to use Microsoft Office to undertake routine office tasks.
6. The ability to work independently, plan work schedules and use time effectively.

**DESIRABLE:**

7. Experience of volunteering or working with volunteers.
8. A practical, basic knowledge of health and safety, including electrics and portable gas appliance use.