**Marketing & Events Co-Ordinator**

Full time based on 37.5 hours per week, plus some evening and weekend work. Salary dependent on experience; guideline £20,000 p.a. We will consider applications for the post as a job share.

OCM actively strives towards equal opportunities for all and diversity in all areas of its activity, and positively welcomes applications from disabled people and people of any ethnicity, age, belief, sexuality, and gender.

This post is a support role working under the Director, Deputy Director, Programme Producer and Education & Outreach Officer. It provides administrative and live event support for OCM’s activity.

The role supports the whole team and includes marketing, production, finance, fundraising, and event delivery.

We are looking for an individual with excellent organisation and communication skills, who thrives when in new and unfamiliar territory, and enjoys a fast-paced and multi-faceted role. An enthusiasm for OCM’s work is key.

The role is at least 50% marketing/press work and the majority of the working week is office based. Evening and weekend work is part of the contract and these hours are then taken off in lieu.

The nature of OCM’s work means that this role is fast-paced. An ability to juggle the various areas of the role simultaneously is essential. An enjoyment of learning new skills and working in new contexts is important to this role. The ability to self-manage work load is expected.

OCM is a close-knit team with all team members taking a hands-on approach to the planning and delivery of our events, including the Marketing & Events Co-Ordinator.

The Marketing & Events Co-Ordinator reports to the Deputy Director (currently Victoria Larkin).

The role would suit someone early in their career, or a recent graduate, with demonstrable experience in this field. Applicants should ideally have at least one year (or equivalent) of relevant experience.

**How to apply**

Before applying, please first read OCM’s mission, the job description and the person specification set out below.

To apply, please send us your CV and a letter of application stating why you are suitable for the role. The CV should include: contact details, relevant qualifications, relevant skills and experience. Please also send the completed Equal Opportunities form.

Please tailor both your CV and letter of application to OCM’s mission, job description and person specification.

Your CV and letter of application should be sent by email to Victoria Larkin (Deputy Director) at victoria@ocmevents.org.

**The deadline for applications is Monday 21st January 2019, midday.**

Shortlisted applicants will be invited for an interview during the week commencing 28th January 2019. If you know that you will not be available during that week please let us know when you apply.

If you have any questions about the role or the application process, please contact Victoria Larkin:

victoria@ocmevents.org

Tel: 01865 488369

www.ocmevents.org

**Our Mission**

To develop and present exceptional new music and sound-based live events which engage diverse local and national audiences and deepen understanding and appreciation of musical cultures from within the UK and worldwide.

OCM’s raison d’être is to bring artists and audiences together in ways that create memorable and meaningful experiences for all.

We aim to do this by:

* Supporting artists in their creative development;
* Forging inspiring partnerships that cross conventional boundaries within music, the arts and beyond the arts;
* Presenting work in the UK and abroad;
* Developing innovative approaches to presentation and interaction;
* Developing participative projects with schools and community groups that nurture skills and offer personal fulfilment.

**Job Description**

Responsibilities include but are not limited to:

**Marketing, press and reporting**

* Managing and growing mailing lists;
* Data collection and analysis, reporting, and maintenance of databases;
* Obtaining and documenting press coverage and listings;
* Co-ordinating advertising;
* Briefing and working with designers, photographers and videographers;
* Administrating print distribution;
* Writing copy;
* Maintaining the website;
* Gathering content for marketing purposes;
* Delivering email and print newsletters to our various mailing lists;
* Maintaining and updating OCM’s social media channels;
* Word spreading and sharing of events/activity with other organisations/groups;
* Assisting with audience development projects;
* Undertaking other duties and responsibilities at events as may from time to time be required by the team.

**Project Administration and Management**

* Setting-up and managing event ticketing on box offices;
* Liaison with partner organisations about ticketing and venue requirements;
* Venue and logistics liaison and booking;
* Liaising with Programme Producer on contractual arrangements;
* Preparing and issuing artist contracts and event schedules;
* Stage management and artist liaison;
* Front of house management;
* Assisting with the pack down at the end of events;
* Assisting with general production and administration on OCM produced projects;
* Undertaking other duties and responsibilities at events as may from time to time be required by the team.

**Volunteers**

* Recruiting volunteers, including meetings to get to know new volunteers before events;
* Managing volunteers and other event staff in collaboration with Programme Producer.

**Financial management and fundraising**

* Processing the day-to-day finances and running monthly bank reconciliations;
* Working with the team to run the production for events within the agreed budget;
* Assisting with production of management accounts and annual accounts;
* Assisting with fundraising.

**Miscellaneous**

* Ensuring the OCM office is kept tidy, clean and in an efficient working state;
* Taking minutes at meetings (including out of hours Board meetings, away days and AGMs);
* Administrating and co-ordinating meetings;
* Undertaking any other duties and responsibilities as may from time to time be required by the team.

**Person specification**

**Essential skills, experience and attributes:**

* Efficient, fast and accurate administrative and organisational skills;
* Excellent attention to detail;
* Strong and creative written communication skills;
* Confidence and good interpersonal skills;
* Social media experience;
* Effective problem solving and good lateral thinking;
* Good negotiation skills;
* Willingness and ability to work at evenings and weekends as the job requires;
* Experience with spreadsheets, word processing, and design software;
* Comfortable working with numbers;
* An enthusiasm for the arts, in particular contemporary music, cross-artform or site specific work;
* Previous experience in a live music environment.

**Desirable skills, experience and attributes:**

* Experience in events production;
* Experience with SAGE or similar accountancy software;
* A driving licence and willingness to drive.

**Privacy**

OCM will keep your application on file for 6 months after a candidate has been selected for the role. This is so that we can revisit applications in the circumstance where the selected candidate leaves the role at the end of the probation period.

The equal opportunities monitoring form is completed anonymously and detached from the applicants CV and letter of application on receipt of the application in order to retain anonymity. The application email is then deleted to remove any record linking the application and the equal opportunities monitoring form.

For more information about how we use and store data visit http://www.ocmevents.org/privacy-policy

**Equal Opportunities Monitoring Form**

This information does not form part of the application and is given anonymously. You are not obliged to fill it in, but if you do the form will be detached from your application when we receive it and used only for the monitoring of our own equal opportunities practice.

**1. Are you (*underline one only*)…**

Male Female

Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prefer not to say

**2. What is your sexual orientation?** (*underline one only*)

Heterosexual / straight Gay man Gay woman / lesbian

Bisexual Prefer not to say

**3. Which of the following age groups do you belong to?** (*underline one only*)

Under 16 30-34 50-54 70-74 Prefer not to say

16-19 35-39 55-59 75-79

20-24 40-44 60-64 80-84

25-29 45-49 65-69 85 or older

**Continued….**

**4. What is your ethnic group?** (*underline one only*)

**White** **Black or Black British**

British African

Irish Caribbean

Gypsy or Irish Traveller Other Black / African / Caribbean background\*

Other White background\*

**Asian or Asian British** **Mixed**

Indian White & Black Caribbean

Pakistani White & Black African

Bangladeshi White & Asian

Chinese Other Mixed / multiple ethnic background\*

Other Asian background\*

**Other**

Arab \*What other?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other

**Prefer not to say**

**5. Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?** (*underline one only*)

Yes, limited a lot Yes, limited a little No Prefer not to say

OCM (Oxford Contemporary Music), Room 136-7 Headington Hill Hall, Oxford Brookes University, Oxford, OX3 0BP | 01865 484777 | info@ocmevents.org | www.ocmevents.org | Company limited by guarantee, registered in England and Wales. Company No.3226828. Registered Charity No.1062845