

## Events Coordinator Application Pack

### Essential Information:

Fixed Term Contract: 12 months

Part-time: 20 hours per week (incl. some evening and weekend work)

Salary: dependent on experience (guideline £22,000 p.a. pro rata)

Deadline for applications: 9am Thursday 8<sup>th</sup> September 2022

Interviews: week commencing 19<sup>th</sup> September 2022

**This application pack is available as an audio recording at: <https://bit.ly/3Qi0Rd6>**

## Applicant information

This is a fixed term contract for 1 year starting in October 2022.

The role is part-time based on 20 hours per week, plus some evening and weekend work. Salary dependent on experience; guideline £22,000 p.a. pro rata. We will consider applications by the same applicant for both this and the Marketing Coordinator role (part time 20 hours per week).

We encourage people underrepresented in the arts sector to apply – including people who are disabled, from the global majority and/ or from lower socio-economic backgrounds.

This post is a support role reporting to the Programme Producer. You will be providing administrative and live event support for OCM's activity and working with a friendly team of people on events (public and internal), producing, commissioning, education and artists development.

This role focuses mostly on live events delivery, including front of house, volunteers, contracting and artists liaison. You'll be working closely with the Programme Producer to help stage concerts and deliver projects with an effective, conscientious and inclusive approach.

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 Events Coordinator.

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; able to adapt and learn new skills when needed. An ability to build rapport with volunteers, artists and partners, and enthusiasm for OCM's music events and projects is key. You will mostly be self-managing your own workload so you will be organised and good at prioritising.

The majority of the working week is office based but evening and weekend work is required and these hours will be paid in addition to contracted hours. You will be mostly working the

same two days each week but some flexibility is required in order to assist with projects happening on different days.

The role would suit someone early in their career, or a recent graduate, or someone wishing to work part time, and with some demonstrable experience in this field. Applicants should ideally have at least one year (or equivalent) of relevant experience. This could be through volunteer or unpaid work.

## 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 monitoring form.

Please tailor both your CV and letter of application to OCM's mission, job description and person specification. If applying for both this and the Events Coordinator role, please send one letter addressing the job description and person specification for both.

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

**The deadline for applications is 9am Thursday 8th September 2022**

Shortlisted applicants will be invited for an interview during the **week commencing 19<sup>th</sup> September**. If you know that you will not be available during that week please let us know when you apply.

We are holding two Q&A sessions via Zoom for people to ask questions about OCM and the role before they apply. These will be held on:

Monday 22<sup>nd</sup> August, 12.30pm and Wednesday 31<sup>st</sup> August, 6pm

Zoom link: <https://us02web.zoom.us/j/87362356024>

You can also ask questions about the role or the application process by contacting Victoria Larkin on [victoria@ocmevents.org](mailto:victoria@ocmevents.org). If you prefer to speak on the phone we can arrange a call-back.

## 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.

To discover more about our work please visit [www.ocmevents.org](http://www.ocmevents.org)

## **Job Description**

Responsibilities include but are not limited to:

### **Event and 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 data gathering / evaluation / reporting;
- Documenting and sharing events on social media when required;
  
- 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 the Programme Producer.

### **Financial management and fundraising**

- Processing event finances and recording income and expenditure for reporting;
- Working with the team to manage the production for events within the agreed budget;
- Book keeping for the overall organisational finances (no prior book keeping experience required, the successful candidate will be trained up on starting in the role);
- Assisting with production of management accounts and annual accounts;
- Assisting with fundraising.

### **Miscellaneous**

- Ensuring the OCM office and online files and records are kept tidy, up to date, and in an efficient working state;
- Taking minutes at meetings (including occasional out of hours Board meetings, away days and AGMs);
- Administrating and co-ordinating meetings for projects and events (public and internal);
- 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 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;
- Flexibility around week day working patterns when required;
- Experience with spreadsheets and word processing;
- Comfortable working with numbers;
- An enthusiasm for the arts, in particular contemporary music, cross-artform or site specific work;
- Previous experience in a live events environment.

### **Desirable skills, experience and attributes:**

- Experience in music or cultural events production;
- 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.

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

**Oxford**  
**Contemporary**  
**Music**

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