

STAG COMMUNITY ARTS CENTRE	
Job description	
Position:	Events Planning Manager
Reports to:	Operations Manager
	Full time staff position Occasionally variable hours including possible unsocial
Last updated:	January 2019

1. Purpose of the Job

To receive, administer and manage Stag events bookings from initial inquiry, booking and contract, event planning through to event completion including post-event feedback.

2. Person Specification:

- i) Excellent administrative and IT skills.
- ii) Demonstrate the ability to build and maintain effective relationships with a wide variety of external hirer companies and a wide range of customers of the Stag (members of the public)
- iii) Confident disposition, calm under pressure with an aptitude for patience and detail.
- iv) Ability to work without supervision and to deadlines.
- v) Personal flexibility in working.
- vi) Energy and enthusiasm for the aims of the Stag Community Art Centre

Desired

- i) Personal licence holder
- ii) Experience of online ticket and booking systems

3. Specific Duties

- i) Managing and maintaining hirer customer relationships.
- ii) To administer all new and on-going event bookings for the Stag.
- iii) To follow the Stag’s pricing and business policies.

- iv) Ensure all events are booked, planned and executed commercially successfully and to the satisfaction of the hirer.
- v) Liaise with the Cinema and Events Manager and the volunteer coordinator so that a suitable FoH team (volunteer and/or staff) is organized for all Stag events.
- vi) Ensure the Stag's air handling system is correctly programmed for all events.
- vii) Obtain Temporary Event Notices as needed for events at The Stag.
- viii) Set up and attend hirer operations meetings (with the Technical Manager); following through with any required actions from the meeting to ensure the technical success of the event and the satisfaction of the hirer.
- ix) Liaise with the Operations Manager and/or the Facilities Supervisor to prepare the auditorium, Stag Plaza, café, dressing rooms and any other spaces required for events at The Stag (including performing arts bookings, recitals, meetings and rehearsals)
- x) Liaise with the Chief Executive and Business Development Manager to assist to develop commercial opportunities for the Stag (including theatre hires, conferences, seminars and other meetings).
- xi) Liaise with the Marketing Services Coordinator to prepare The Stag's What's On brochure.
- xii) Collate the post-event form detailing additional costs and feedback updating the finance team so the settlement can be released to the hirer within 14 days.
- xiii) To carry out the duties of Fire Officer as and when required.
- xiv) To carry out the duties of First Aider as and when required.
- xv) To carry out such duties as the Operations Manager and/or the Chief Executive may from time to time reasonably require.