



## **BRIGHTON DOME & FESTIVAL LTD**

### **JOB DESCRIPTION**

**Job Title:** Events Administrator  
**Reports To:** Events & Projects Manager  
**Department:** Create Music  
**Location:** Sound Rooms, Lewes Road, Brighton

### **PURPOSE OF JOB**

To undertake the administration of the out of school learning and performance programme including face-to-face/digital activities such as Summer School, Music Centre performances, short courses, events and tours and supporting the smooth and safe running of all programmes. To create and publish content across a variety of social media platforms to promote the work of the organisation.

### **ADMINISTRATION**

**1. To administer the of out of school learning and performance programme as part of the Events Team. To ensure that all programmes run smoothly within agreed policies and guidelines. This will include:**

- Providing administration for Create Music large events (such as our annual singing festival delivered in partnership with Glyndebourne) to include liaising with schools and partner organisations in regard to sign-up, workshops, rehearsals, & transport as well as supporting promotion and publicity and attending the event.
- Providing administrative and event support for Brighton & East Sussex Youth Orchestra (BESYO) to include attendance at rehearsals by agreement with line manager.
- Booking venues for performances and courses and ensuring appropriate facilities are available.
- Managing registrations and activities on a bespoke database.
- Managing parent/carers questions via phone and email.
- Sending communications about events to parents/carers and staff via email and the bespoke CRM system (training will be provided).

- Liaising with all vendors (communicating and processing orders).
- Printing and shipping out any event materials.
- Preparing Event Packs.
- Supporting the Event Lead with preparation of Budgets for performances/events and ensuring concerns are flagged to the Business Manager.
- Supporting the Event Lead with preparation of Risk Assessments for performances/events and ensuring they are undertaken for each event, signed off and the supervision of pupils at the event has been arranged.
- Being the point of contact for any additional staff volunteering and/or assisting with events.
- Setting up and managing events using Zoom, Teams or other platforms as agreed and supporting online events by managing logins, sharing invites, maintaining effective communication with parents/carers, pupils and staff etc.
- Arranging Music Centre auditions.
- Ensuring the Programme of Events is always kept up to date.
- Attending weekly Events Meetings.

**2. To support marketing and promotion of Create Music Events. This will include:**

- Creating and printing event programmes /posters inhouse as required, using Canva templates.
- Coordinating with the marketing team to outsource the creation and printing of programmes / posters as required.
- Liaising with the marketing team to create digital assets/flyers for marketing as required
- Liaising with Music Centre Managers and the Senior Leadership Team over events, marketing and promotions, social media and website updates.
- Ensuring promotional campaigns for events are undertaken in a timely manner.
- Ensuring that event information is up to date on the Create Music website and social media channels.

**3. To administer Create Music Tours programme, within the UK and abroad as required. This will include:**

- Liaising with the Tour Manager and Tour Company.
- Arranging bookings and relevant insurance.
- Collating pupil data and other information to ensure the smooth running of the tour.
- Administering and co-ordinating the communication of arrangements to staff, parents, pupils and volunteers.
- Coordinating staff and parent meetings.
- Accompanying tours as part of the staff team, by agreement with the line manager.

**4. To attend Create Music large events/high-profile performances and other evening and weekend events as agreed with line manager. This could include:**

- Supporting the Event Leader.
- Ensuring that rehearsals/events run to time and that recommendations in risk assessment are implemented.
- Setting up ticket office and promotional materials.
- Meeting invited guests and VIPs
- Supporting supervision of young musicians.
- Staffing box office if required.

Your duties will be as set out in the above job description but please note that BDFL reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

## **PERSON SPECIFICATION**

**Job Title:** Events Coordinator  
**Reports To:** Events & Projects Manager  
**Department:** Create Music  
**Location:** Sound Rooms, Lewes Road, Brighton

## **JOB RELATED EDUCATION, QUALIFICATIONS AND KNOWLEDGE**

- To have a good knowledge of events and performance planning, with an understanding of systems used to deliver and support events effectively.
- The role requires a strong team player who is responsible, methodical and who can demonstrate timely completion of agreed projects whilst remaining flexible.
- A qualification in Events Management is desirable, although not essential.

## **EXPERIENCE**

- Experience of working to set project plans and deadlines.
- Experience of posting on social media sites for business.
- Experience of producing marketing materials is desirable.
- Experience of website maintenance is desirable.
- Must have high-quality customer service experience.
- Must have experience of working effectively as part of a team and on own initiative.

## **SKILLS AND ABILITIES**

- Excellent administrative skills including recent experience of using cloud-based tools such as Office 365 and Microsoft Teams. Knowledge of using spreadsheets and databases.
- Excellent communication and writing skills, including effective use of email and social media.
- Good organisational skills, with ability to multitask in a busy environment with high levels of accuracy.
- You enjoy learning new things and adapt quickly to changes.
- Able to understand budgets and maintain records for updating concert expenditure.
- Able to deal with confidential issues relating to students and handle these in a sensitive manner.
- Able to problem solve with a solutions-based attitude.
- Knowledge of and an interest in creative communications preferable.

## **EQUALITIES**

- To uphold and carry out the duties of the post with due regard to BDBF's Equalities Policy.