



| <b>JOB DESCRIPTION</b>  |   |
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| <b>DIRECTORATE:</b> Learning, Culture and Children's Services | <b>DEPARTMENT:</b> Lifelong Learning and Culture<br><b>SERVICE ARM:</b> Arts and Culture  |
| <b>JOB TITLE:</b> Events Assistant                            | <b>POST NUMBER:</b>   |
| <b>REPORTS TO:</b> Business Support Officer                   | <b>Current Grade</b><br>Scale 3   |
| <b>1.</b>   | <p><b>MAIN PURPOSE OF JOB</b></p> <ul style="list-style-type: none"> <li>To provide practical and administrative support to the organisation of events in York</li> <li>To provide general, administrative and information management support to community event organisers including the updating of the Festivals website and the venues database</li> <li>To ensure the proper use, maintenance and repair of the bank of specialist arts and events equipment</li> <li>To contribute to the delivery of the council's arts and cultural priorities and act as advocate for the benefits of arts and cultural activity in the community</li> </ul> |
| <b>2.</b>   | <p><b>KEY TASKS:</b></p> <p>Provide practical and administrative assistance on the publicising and staging of community projects, events and festivals</p> <p>Liaise with community groups to assist them in the staging of events and cultural activities</p> <p>Advising festival organisers on all aspects of practical event organisation including licensing, health and safety, venues, ticketing, etc.</p> <p>Provide the 'front of house' function for events and festivals promoted by the Arts and Culture Service</p> <p>Maintain the festivals website</p>  |
| <b>3.</b>   | <p><b>SUPERVISION / MANAGEMENT OF PEOPLE</b></p> <p>Provide the front of house and administrative support for the Arts and Culture team. This will include the direct supervision of stewards, first aiders and community volunteers ensuring the health and safety of the audience and members of the public.</p> <p><b>Indirect:</b> supervision of a range of community volunteers e.g. stewards; club or group members who help support a range of projects, events and activities in the city.</p>   |
| <b>4.</b>   | <p><b>CREATIVITY &amp; INNOVATION</b></p> <p>Assisting in the production, distribution and record keeping of event</p>  |

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|           | <p>publicity and marketing.</p> <p>Maintaining accurate formal records of payments, management information and contractual agreements in respect of projects, festivals and events organised or supported by Arts and Culture.</p> <p>Creating and maintaining an effective database of event venues and accredited artists.</p> <p>Working with others to develop and produce resources to support the delivery of workshops, performances and festivals by the Arts and Culture team.</p>  |
| <b>5.</b> | <p><b>CONTACTS &amp; RELATIONSHIPS</b></p> <p>Working with other corporate colleagues, to ensure that a citywide approach is taken to the implementation of the council's arts and cultural priorities.</p> <p>Supporting the organisers of festivals and events in management and coordination.</p> <p>Working with community groups to assist them in developing their organisations, e.g. advising on fundraising, constitutions, etc.</p> <p>Co-ordinating and researching the information for the upkeep of the Festivals website and the venues database</p> <p>Working with community groups and the APEL co-ordinator to maximise the uptake of the Grab Box scheme.</p> |
| <b>6.</b> | <p><b>DECISIONS – discretion &amp; consequences</b></p> <p>Ordering work from external suppliers and providers on elements of the events programme as directed</p> <p>Processing invoices and monitoring any budgets allocated</p> <p>Ordering the supplies and resources to support the cultural activities of the Arts and Culture team</p> <p>Maintaining and updating website information, venues and artists database</p> <p>Supporting the team and event organisers in reviewing and evaluating the work of artists service providers and of festivals/events</p>   |
| <b>7.</b> | <p><b>RESOURCES – financial &amp; equipment</b></p> <p>Ensure the accuracy, security and safekeeping of ticket income at workshops, performances and events promoted by the Arts and Culture Service</p> <p>Ensure the safety and security of specialist arts and events equipment<br/>Ensure the proper use, hire out, replacement and repair of said equipment.</p>  |

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| 8. | <p><b>WORK ENVIRONMENT – work demands, physical demands, working conditions &amp; work context</b> This post will involve evening and weekend working under the department’s managed hours scheme. Due to the nature of the work of the post, work will take place across the city in various settings, both in and out of the office, in remote sites and in publicly accessible areas. The post holder will work irregular hours and these include regular weekend and unsociable hours working. They are employed on a managed hours system.</p> <p><b>Work demands</b><br/>The post holder has to be able to prioritise working practice against departmental deadlines.</p> <p><b>Physical demands</b><br/>The post holder has to work outdoors in all weather conditions and may be required to transport, erect and operate specialist events equipment.</p> <p><b>Work conditions</b><br/>The post holder will work in a mixture of environments. These will include remote sites e.g. Knavesmire and in poor weather conditions, together with office based work.</p> <p><b>Work context</b><br/>The post holder will generally experience a positive working environment. However, demanding events organisers, irate members of the public and complaints about the council will have to be handled with tact and diplomacy.</p> <p>The post holder will be required to be police cleared and medically fit for work.</p> |
| 9. | <p><b>KNOWLEDGE &amp; SKILLS</b></p> <p>IT ~ Microsoft Word, Access and Excel programmes, Publisher, Quark Express and website maintenance programmes.</p> <p>Ability to communicate clearly and concisely with customers and community groups in both the written and spoken word. Excellent interpersonal skills including high customer service skills</p> <p>Understanding and application of financial procedures including the operation of appropriate financial regulations.</p> <p>Knowledge of the Arts sector and experience of supporting events, performances and workshops. Ability to support the preparation of press and publicity material</p> <p>Ability to work within a team, to be pro active and to work autonomously with meticulous planning, organisation and administrative abilities.</p> <p>Ability to work flexibly in a busy office environment and to demonstrate a creative and flexible approach to problem solving.</p> <p>Ability to work with a wide range of people in a wide range of circumstances. The ability to keep a positive and professional attitude when dealing with colleagues and the Public.</p>  |

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| <b>10.</b>  | <b>Position of Job in Organisation Structure</b> |                   |              |
| <div style="border: 1px solid black; width: fit-content; margin: 0 auto; padding: 5px; text-align: center;">Job reports to: Business support officer</div> <div style="display: flex; justify-content: center; align-items: center; gap: 100px; margin-top: 10px;"> <div style="border: 1px solid black; width: 150px; height: 30px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 250px; height: 30px; margin: 0 auto;"></div> </div> <p style="font-size: small; margin-top: 5px;"> <span style="display: inline-block; width: 150px; text-align: center;">This post: Events Assistant</span> <span style="display: inline-block; width: 250px; text-align: center;">Other jobs at this level: Finance and Clerical Assistant</span> </p> |  |                   |              |
| <b>Job Description agreed by:</b>   | <b>Name:</b>                                     | <b>Signature:</b> | <b>Date:</b> |
| Job Holder  |  |                   |              |
| Manager   |  |                   |              |