



JOB DESCRIPTION	
DIRECTORATE: Learning, Culture and Children's Services	DEPARTMENT: Lifelong Learning and Culture SERVICE ARM: Arts and Culture
JOB TITLE: Events and Festivals Officer	POST NUMBER:
REPORTS TO: Arts and Events Manager	Current Grade SO1 /2
1.	<p>MAIN PURPOSE OF JOB</p> <ul style="list-style-type: none"> • Develop a wide range of initiatives, events and festivals which will generate new opportunities increasing active cultural participation and generating income • Support the existing service arm portfolio of events ensuring the safety and security of the performers, participants and audience • Develop and sustain an events programme for leisure land, making best use of that land, creating a variety of cultural opportunities and maximising income for the council • Increase resident participation by encouraging communities to take charge of their arts and cultural opportunities, helping to establish the necessary confidence, skills and capacity within community settings • Offer professional advice and assistance to community groups to develop their own activities and events • Act as advocate for the benefits of arts and cultural activity in the community
2.	KEY TASKS:
	Act as the first point of contact for professional, amateur and community groups wanting to book and use leisure land. Liaise closely with the facility managers e.g. Head of Parks and Open Spaces, and contribute to development and commercial viability of leisure land and facilities.
	Utilise local and specialist professional knowledge to contribute to the ongoing development of arts and cultural events in the city in particular to bring high profile events and activities to the city.
	Seek external grant aid and sponsorship to help the delivery of a wide programme of events.
	Provide on the ground operational leadership, project and financial management of initiatives and events as part of the wider cultural programme.
	Provide support to high profile arts and cultural events, using them as a catalyst for community engagement and wider promotion of the city and the council.

	Provide support to community and voluntary initiatives to generate increased participation across the whole spectrum of cultural activities. Specific responsibility for the Festival of the Rivers and the International Rugby 9's.
	Act as the first point of contact for advice and enquiries to local members and the public on the management of events. Act as key contact for community groups, volunteers, schools etc wanting advice on developing activities e.g. Risk Assessments, funding opportunities, event management
	Be the named licence holder for leisure land and lead on all statutory licensing requirements
	Provide coherent and coordinated information support for residents and visitors to the city to ensure the profile of arts and culture opportunities are raised e.g. City of Festivals web site
	Manage both delegated service and project budgets effectively and creatively to ensure a best value approach to service delivery. This will also include management of external funding sources
3.	<p>SUPERVISION / MANAGEMENT OF PEOPLE</p> <p>Direct: Manage events personnel and volunteers as assigned.</p> <p>Management responsibility includes recruitment, training, health and safety, and appraisal of work programmes through formal and informal discussions and meetings.</p> <p>Ensure that council promoted events are run to the highest standard of events management, especially in terms of Health and Safety. Developing and maintaining appropriate procedures.</p> <p>Oversee the work of placement students and community shadowing placements.</p> <p>Indirect: Management and work prioritisation of a range of community volunteers e.g. stewards; club committee members who help provide events and activities.</p>
4.	<p>CREATIVITY & INNOVATION</p> <p>Work to seek new cultural business opportunities and secure high profile events for the city. Ensure income targets are maximised through appropriate commercial bookings.</p> <p>Work with the Parks and Open spaces service and other service managers to develop new opportunities and promote the best use of the department's land for events and activities. The post holder will be required to identify, and develop proactively, proposals for new services. This will require sourcing external funding and new project /business planning.</p> <p>The post holder is required to work on their own as well as collaboratively with a diverse range of individuals and communities. The post holders work style must respond to the particular requirements</p>

	<p>of each community, activity or project.</p> <p>In a complex and often commercially competitive environment they must also constantly monitor and adapt services, projects, working methods and services to meet the needs of frequently changing national policy and an evolving local environment. All activity must be managed within project, budget and policy constraints.</p>
5.	<p>CONTACTS & RELATIONSHIPS</p> <p>This post will be the front line of delivery of the arts and culture service arm. The post holder will work directly with customers, schools and community groups in order to gather information about customer preferences, offer advice and mentoring and provide direct provision of services.</p> <p>The post holder will also develop effective professional relationships with a wider range of commercial companies providing a range of cultural events and services.</p> <p>They will also build relationships with representatives of statutory organisations. Ability to communicate effectively at all levels (e.g. from chief executives, to community association committees) therefore is a fundamental requirement of the post. They will be required to facilitate, negotiate and develop cooperative working practices.</p> <p>The post holder will need to establish and sustain effective working relationships with other statutory organisations e.g. North Yorkshire Police, British Waterways to ensure the safe management of events and advise on any breaches of licensing or safety requirements.</p>
6.	<p>DECISIONS – discretion & consequences</p> <p>The post holder will contribute to strategic decisions by advising senior managers on issues relating to their specialist areas. The senior management team in developing the service values this input.</p> <p>The post holder will contribute to the Arts and Culture Service planning process to ensure key areas of service need and provision are addressed and monitored through ownership of individual KPI's.</p> <p>On a day-to-day basis the post holder is responsible for making decisions, interpreting requests and information sources and making value judgements in their specialist areas and on their own project portfolios. With support available from line managers as required, the post holder work to a mixture of fixed guidelines e.g. project grant applications and child protection issues, and flexibility to set their own procedures for working e.g. project planning, attracting cultural activities and events to the city. The development of new cultural opportunities is a key element of this post.</p> <p>Examples of decisions include budgetary spend, quality assurance, diary management, strategic fit and management of property and human resources. Their decisions have a fundamental effect on the effective</p>

	<p>running of the service, the success or otherwise of individual projects, the ability of the service to meet KPI's and customer satisfaction.</p> <p>The post holder is responsible for ensuring that health and safety procedures are followed in respect of events including production of the event manual and all risk assessments, securing the safety of performers, participants and members of the public.</p>
7.	<p>RESOURCES – financial & equipment</p> <p>The post holder will have responsibility for managing assigned budgets and to produce and manage budgets for specific events, projects and commercial developments.</p> <p>They will order, use and maintain a range of events equipment. They also regularly take responsibility for use of events and presentation equipment such as laptops, projectors, marquees etc and the repair and maintenance of this equipment.</p> <p>Income</p> <p>The post holder will be responsible for achieving and annual income targets. This target will be reviewed on annually as part of the Council's annual budget process and may well increase.</p> <p>The post holder is not required to handle cash but is responsible for making appropriate arrangements ensuring the security and safekeeping of income from events and activities.</p>
8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>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. They will work irregular hours and these include regular weekend and unsociable hours working. They are employed on a managed hours system.</p> <p>Work demands</p> <p>The post holder will work to frequent critical deadlines. Many of these are generated by long term projects, however it is expected that some short-term deadlines will need to be accommodated in their planning process. The post holder has to be able to prioritise working practice against these deadlines.</p> <p>Physical demands</p> <p>The post holder has to work outdoors in all weather conditions and is required to transport, erect and operate specialist events equipment.</p> <p>Work conditions</p> <p>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>Work context</p> <p>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>
9.	<p>KNOWLEDGE & SKILLS</p> <p>The post holder is required to have knowledge of the festival, events and hospitality industry and have had experience in the following areas: Delivery of community arts and events system, Translating community aspirations into programmes, Working with communities to develop skills, confidence and sustainability, Using a variety of consultation techniques, Purchasing services in response to customers' or members' wishes, Forging partnerships to develop cultural opportunities.</p> <p>It is essential that the post holder has a sound knowledge of the following: National Legislative requirements, "the Purple Book" for the safe management of events and activities, health and community safety agendas, the framework for public leisure provision, the decision making processes of the Council and the work of the Council departments operating in the community, the structures, needs and issues of relevant community and voluntary groups and an understanding of community development techniques.</p> <p>Additionally it is essential that the post holder can demonstrate the following skills and attributes: Able to work effectively with volunteers and members of the community in a supporting capacity, Able to address equal opportunities and access issues, Devising arts and cultural programmes, Developing and sustaining partnerships, oral presentation skills, Managing budgets, Excellent interpersonal skills, Ability to lead and motivate, Strong interpersonal and networking skills, able to develop effective working relationships with other groups</p> <p>It is expected that the post holder will show evidence of professional updating of qualifications and understanding</p> <p>The post holder will be required to be police cleared and medically fit for work.</p>

10.	Position of Job in Organisation Structure		
<div style="border: 1px solid black; width: fit-content; margin: 0 auto; padding: 5px; margin-bottom: 10px;">Job reports to: Arts and Events Manager</div> <div style="display: flex; justify-content: space-around; width: 80%; margin: 0 auto;"> <div style="border: 1px solid black; width: 45%; padding: 5px; text-align: center;">This post: Events and Festivals Officer</div> <div style="border: 1px solid black; width: 45%; padding: 5px; text-align: center;">Other jobs at this level: Arts Action Officer Arts and Festivals Officer</div> </div>			
Job Description agreed by:	Name:	Signature:	Date:
Job Holder			
Manager			