



Job Description: Event Manager

Salary: £30,000 p/a pro rata

Duration: From 22 August until the end of September 2022

Contract: 17 days, fixed term

Days: Variable. Working days will increase in the week prior to, and the week of the festival.

Hours: Basic hours of work: 10am– 6pm

Weekend and evening work will be required during the festival

We are seeking a committed and passionate person to join the team as Events Manager for the 2022 festival, making a significant contribution to the planning, organisation and delivery of Deptford X this year. The main focus of this role will be the planning, delivery and management of a large-scale community parade, held on the final day of the festival, led by an artist of international standing.

As Events Manager you will be a key member of the small team that delivers the annual Deptford X art festival, working alongside the Director, Deputy Director, Festival Assistants (Volunteers and Communications), as well as a team of volunteers.

This is a fast-paced role, suitable for someone who has experience of the logistical and hands on delivery of live events in the public realm, as well as experience of office administration. You will ideally have a background and interest in the arts. You will be thorough in approach, have a friendly and cooperative manner, and be comfortable with multi-tasking and supporting your colleagues in the wider operations of the organisation as required.

This is an exciting time to join our team and an opportunity to contribute to a new programme with innovation and experimentation at its core.

The Events Manager will be managed by the Deputy Director.

About Deptford X

Deptford X is a visual arts charity based in Deptford, South East London. We foster artistic talent and nurture community within the borough of Lewisham and beyond. We achieve this through a free annual festival in Deptford and ongoing activity supporting artists and our local communities throughout the year. Founded in 1998, Deptford X is London's longest-running visual arts festival. Each year, we stage a free, ten-day festival, working with hundreds of artists to locate art at the centre of everyday life for all of the area's communities.

Deptford X:

- Is led by local artistic ambition, interests and practice.
- Brings art into informal contexts and public spaces for all to access.
- Seeks to make a positive contribution to our locality, communities, and to art, and to lead by example.
- Places equity, accessibility and care at the heart of the organisation.
- Holds space and advocates for difference, creativity, experimentation and learning within art.

As a small team, the emphasis is on a flexible, supportive and inclusive working environment that priorities collaborative working and problem solving.

The Role

With a significant background in the successful delivery of live events in the public realm, you will bring practical experience of events management and planning to Deptford X Festival planned for September of this year. As a highly organised and energetic individual, you will bring extensive professional knowledge of the requirements of events management that will enable you to work smoothly with the festival team, the council, the artists, and the wider community and neighbourhood, to oversee the safe and successful delivery of an ambitious community parade to take place on the last day of the festival.

As well as a high level of practical skills, you will have excellent interpersonal skills that enable you to join the small Deptford X team to deliver your work under pressure and in good nature. You will bring these attributes to your relationships with all the project's stakeholders and ensure that the event is both well run and enjoyable for all involved.

This is an ideal opportunity to contribute to an ambitious and joyful project within a forward thinking organisation which will value your skills and input. It is a role which will offer you both autonomy and support, and expose you to a variety of different challenges.

Key Responsibilities include:

1. Write an event management plan and liaise with relevant public bodies for sign off and action;
2. Liaise with relevant public bodies to secure licensing and permissions for the event;
3. Oversee traffic management and signage for the event;
4. Undertake risk assessments;
5. Adhere to health and safety guidelines;
6. Coordinate stewarding and first aid for the event;
7. Be the key point of contact for all stakeholders in the event;
8. Manage transport requirements for the event;
9. Work closely with the Director and Deputy Director to coordinate the requirements for event logistics with the creative vision of events;
10. Work closely with the Programme and Communications Manager to coordinate volunteering for event;
11. Provide the Deptford X team with support and assistance as required on planning and delivery of the overall festival;
12. Attend internal and external meetings and any site visits as required;
13. Office and administrative activities, including IT, filing, storage and archiving;
14. Coordination and input of data collection and audience research activities (incl. visitor surveys, counts, evaluation forms);
15. Liaising with artists, partner venues, freelance contractors and other stakeholders;
16. Basic financial administration;
17. Timely & effective correspondence and administration with regards to the events;
18. Dealing skillfully and positively with the daily challenges and pressures of a festival delivery situation;
19. Working as a key member of the Deptford X team (alongside staff, volunteers and trustees);
20. Maintaining clear lines of communication at all times (internal and external);
21. Being an advocate for Deptford X wherever possible and always being able to give accurate updates to third parties.

Person specification

Essential:

- Excellent project and events management skills
- At least two years experience in events management
- Knowledge of health and safety requirements
- Experience undertaking risk assessments
- Experience of working on events in the public realm
- Experience of working with public bodies
- Experience of working with diverse communities
- Knowledge of access requirements
- Ability to work to a tight budget
- Ability to work within a team
- Excellent interpersonal and problem-solving skills
- Willingness to take on tasks outside of your job description in order to support colleagues
- Excellent verbal and written communication skills
- Excellent IT skills – Competent in Microsoft Excel, GoogleDrive/Google Forms,
- Well organised, flexible and able to cope with a busy and dynamic environment
- Experience of working to deadlines, time management, prioritisation of workload
- Experience of office-based, administrative work
- Ability to maintain existing and establish new positive professional relationships with a wide range of people
- Ability to work on your own initiative
- An empathy with the aims and values of Deptford X
- An understanding of, and commitment to, equality, diversity and inclusion, and environmental sustainability.

Desirable:

- Experience of working with artists and/or performers
- Experience of working with diverse communities
- Interest in and knowledge of visual arts
- Some knowledge and understanding of Deptford and its communities
- Experience of managing volunteers
- A valid driving license

How to apply

To apply, please submit a:

1. **Monitoring Form** (Link on website)
2. CV that includes your past relevant work and project experience
3. Cover letter that addresses the points below (maximum 2 sides of A4) to jobs@deptfordx.org
 - Why you are interested in this role
 - How you meet the required skills, knowledge and experience for the role.
[Include examples that **demonstrate** your capacity to carry out the responsibilities of the role.
 - What you think you can bring to this role

PLEASE LABEL ANY DOCUMENTS YOU EMAIL US WITH YOUR FULL NAME

Application Deadline:

Midnight, Sunday 7 August 2022

We are an equal opportunities employer and we particularly welcome applications from minority groups who are underrepresented in our sector. This includes Black and People of Colour applicants, Disabled and Neurodiverse applicants, LGBTQ+ applicants, and Women. We will be pleased to make reasonable adjustments to meet your needs in order to undertake this role if you are successful in your application.

We welcome audio and video applications. If you require any other assistance in applying for this role due to your access requirements, please get in touch with us at jess@deptfordx.org and we will be happy to help. We are able to make adjustments to meet your needs if you are asked to interview. Please let us know when you apply what we can do for you.