

RECRUITMENT PACK

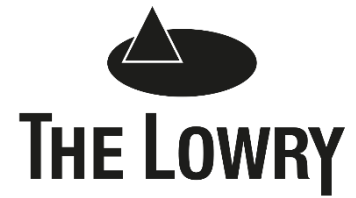


ABOUT US

The Lowry is a registered charity (No: 1053962) committed to using visual and performing arts to enrich the lives of everyone around us – and those of our staff and volunteers too.

Working together as one team, we present audiences with a diverse programme of theatre, opera, musicals, dance, music, comedy and visual art as well as events and activities to expand the horizons of audiences and artists alike.





JOB DETAILS

Post Title : Event Coordinator

Department : Theatres Programming

Reports to : Quays Culture Producer

JOB PURPOSE

Provide Event Coordination services to support and enhance the public experience, operational, delivery, efficiency and effectiveness of Lightwaves and the Quays Culture programme, directly supporting the team.

MAIN DUTIES AND RESPONSIBILITIES

- Ensure the safety of, and communicate with, members of the public about Quays Culture and Lightwaves Salford 2024. Actively encourage/ invite the public to interact with the work, and feedback on their responses to it.
- Undertake health and safety training, as required, and patrol, Salford Quays, MediaCity and other exhibition spaces, with a constant awareness of safety concerns highlighted.
- Responsibility for promptly reporting incidents to the Event Supervisor.
- Basic maintenance and upkeep of the artworks as required during the festival, following instructions given by the Event Supervisor and/or Quays Culture Producer.
- Collecting audience experience data.

- Represent Quays Culture and the Quays in an exemplary light at all times.
- Promote and comply with legislation, Quays Culture's and The Lowry's policies on equal opportunities and health and safety both in the delivery of services and the treatment of others.
- Identify and undertake training and development as required in order to meet personal and business needs.
- Undertake any other reasonable duties, commensurate with the level of the post so as to ensure the smooth running of The Lowry and Quays Culture.

REVIEW ARRANGEMENTS

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. This information may be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

CRITERIA	ESSENTIAL	DESIRABLE
SKILLS/ABILITIES	<p>Experience of providing customer service of a positive and welcoming nature</p> <p>Excellent communication skills</p> <p>A positive and adaptable approach to problem solving</p> <p>Ability to work as part of a team</p> <p>Punctual and reliable.</p>	
KNOWLEDGE	A keen interest in the arts sector	<p>Knowledge of outdoor and festival delivery requirements</p> <p>A keen interest in light and digital artworks</p>
QUALIFICATIONS, TRAINING AND EDUCATION		
EXPERIENCE	Previous Event Coordination experience	Experience of working on outdoor events
OTHER REQUIREMENTS	A strong advocate for the Quays and the Arts and Cultural Programme – Quays Culture	Carbon Literacy trained or passion for sustainability



ATTRACTION AND RECRUITMENT

The Lowry is committed to creating an Inclusive workforce by reflecting and representing the diversity of Salford and the UK.

We want to attract the broadest range of talented people to be part of The Lowry - whether that is to work in our creative or support roles.

We particularly encourage applications from the following two people groups who are currently under-represented in our work force and in the wider performing and visual arts sector; those people who experience racism and marginalisation, including those from African, Caribbean, North African, LatinX, South Asian, East Asian and South East Asian heritage and their diasporas, those who are disabled, Deaf and neurodivergent or have long-term health conditions.

Candidates who identify as people in one or both of these groups and who demonstrate in their application that they already meet all of the essential criteria in the person specification can opt to be considered as part of The Lowry's guaranteed interview scheme.

If you are invited to interview we'll ask you about any adjustments you may need, and if you are offered a role with us we will talk to you about any reasonable adjustments required to create a working environment where you will be supported to perform at your best.

To find out about any opportunities to work for The Lowry please visit our vacancies page <https://thelowry.com/about-us/jobs-volunteering/vacancies/>



