**JOB DESCRIPTION**

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| **POST:** | Event Manager | **LIASON WITH:** | Programming Team, Look Up Curators, Marketing Team, Artists, Production Company. |
| **REPORTS TO:** | Producer | **RESPONSIBLE FOR:** | Volunteers, Stewards, Security |

Rate:                     £150 per day pro rata

Location: Hull

Contract Type: Freelance / Casual

**Purpose:**

In 2017 the eyes of the world will be on Hull as it becomes UK City of Culture. Hull is only the second city to hold the title, the first in England. Hull UK City of Culture 2017 Ltd has been established to plan and deliver 365 days of transformative culture through a range of diverse events and projects.

Look Up is a year-long programme of artists’ works made specifically for Hull’s public places and spaces. Designed to challenge people’s perceptions of Hull and offer different ways to experience the city.

Hull 2017 is co-comissioning a number of Look Up artworks in partnership with The Deep. Each artwork is very different and will take place within different seasons of the Hull 2017 programme. All have taken as their inspiration and starting point, the work, people and location of The Deep.

Floe is a spectacular, large scale projection event and soundscape by artists Anna Heinrich and Leon Palmer, that will ‘virtually’ transform and remodel the architecture and facade of The Deep. This ambitious work will be a dramatic, monumental, expression of the geological forces and biological processes which originally inspired the appearance of The Deep. It will reflect a sense of the rich aquatic life contained within the building as the light penetrates and shafts through the depths of its maritime environments.

Floe will run from 6pm-10pm on the 8th, 9th, 10th December.

The event managers working times will be:

Friday 8th December 4pm- 10:30pm

Saturday 9th December 5pm-10:30pm

Sunday 10th December 5pm-10:30pm

**RESPONSIBILITIES:**

1. The Event Manager will be the Hull 2017 representative in the event location as the primary point of contact.
2. The Event Manager will be responsible for volunteers. This includes briefing them when they arrive for shift, signing them in and out of their shifts and making sure they have breaks.
3. The Event Manager will be responsible for liaising with the security and steward lead to make sure all staff are appropriately briefed while on shift and in position.
4. Communicate Hull 2017’s policies (including Health & Safety, Child Protection) and the locations emergency evacuation procedure to volunteers and visiting artists, as appropriate.
5. Liaise with the artists and production team on site.
6. Complete a brief front of house written show report each day, using the Hull 2017 template.
7. Make public addresses in the event of emergency situations and evacuate the location.
8. Report accidents, incidents, and near-misses following Hull 2017’s standard reporting procedures.
9. To make sure the location is presentable.
10. To ensure that marketing material is stocked up at the location.

**GENERAL:**

1. To uphold and comply with the organisation’s policies and procedures and the law in relation to health and safety, and equal opportunities.

**PERSON SPECIFICATION**

**REQUIRED SKILLS & EXPERIENCE**

1. Effective and confident communicator
2. Ability to remain calm under pressure
3. Experience of dealing with challenging situations

**DESIRABLE SKILLS & EXPERIENCE**

1. First-aid trained
2. Experience of managing teams in the delivery of public events
3. Ability to motivate team members in a fast-paced environment

**PERSONAL ATTRIBUTES**

1. A passion for live event and the arts.
2. Willingness to undertake a Disclosure and Barring Service (DBS) check

**Hull 2017 is an equal opportunities employer and welcomes applications from all sections of the community.**