**JOB DESCRIPTION**

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

Rate:                     £100 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.

For the second commission with The Deep artist Tania Kovats is creating a new large scale sculptural work “BLEACHED”. This newly commissioned artwork responds to both the beauty of underwater coral landscapes and urgent environmental concerns about the increase in incidents of coral bleaching worldwide. Working closely with staff from The Deep, she has recycled their cast corals from the recently dismantled Lagoon to make BLEACHED.

BLEACHED will be in a unit in the Fruit market from 28th July – 17th September.

We are looking to offer this role as a job share. This is suggested as one position as Monday – Friday 10am-6pm and one position as Friday & Saturday 10am-6pm from 28th July – 17th September – however we would consider other splits.

**RESPONSIBILITIES:**

1. The Event Manager will be the Hull 2017 representative in the venue as the primary point of contact.
2. Be the first point of contact with members of the public, informing them about the work, answering any questions they may have and ensure that the artwork is not damaged.
3. The Event Manager will be the responsible key holder for the space.
4. 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.
5. Communicate Hull 2017’s policies (including Health & Safety, Child Protection) and the venue’s emergency evacuation procedure to volunteers and visiting artists, as appropriate.
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 space.
8. Report accidents, incidents, and near-misses following Hull 2017’s standard reporting procedures.
9. To make sure the space is presentable.
10. To ensure that marketing material is stocked up at the venue.

**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 the arts in particular visual art.
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.**