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**JOB DESCRIPTION**

**Post Designation: Events Administrator**

**Department: Commercial**

**Responsible to: Head of Commercial & Events**

**Responsible for: N/A**

**Hours: 22.5 hours per week**

**Salary: Salary commensurate with experience**

**Location: Grand Theatre**

**Allowances: The Grand Theatre Operates a Pension Scheme**

# Job Purpose and Role:

The Grand Theatre has a growing Commercial and Fundraising offering led by the Director of Finance & Commercial.

The Events Administrator will play a vital role in the organising and administering of all internal and external events.

**Principal Duties and Responsibilities:**

1. To liaise with the Head of Commercial & Events in a weekly meeting to ensure all events are diarised and all communication is administered.
2. To share with the Head of Front of House all matters relating to events in a weekly events meeting.
3. To share weekly event schedule amongst Senior Management and operational departments.
4. To coordinate all Grand Theatre networking events alongside the Head of Commercial & Events.
5. To provide administrative support to the Head of Commercial & Events.
6. To administer all seat and brick sponsorship.
7. To research and develop new event ideas.
8. To ensure that financial regulations, policies and practices are adhered to at all times.
9. To undertake these duties with an awareness of and in compliance with, the Grand Theatre’s Equal Opportunities and Health & Safety Policies.
10. To liaise with the Head of Commercial & Events in a regular review of this job description so that it adequately reflects the changing needs of the service.
11. To carry out any other duties which are commensurate with the salary and designation of the post.

This Job Description may be varied from time to time by mutual agreement

Signed by:...................................................Date:...............................................

Signed by:………………………………….…Date:…………………………………