

**JOB DESCRIPTION**

**Post Designation: Events Co-Ordinator**

**Department: Commercial**

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

**Responsible for: N/A**

**Hours: 15 hours per week – annualised hours**

**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 Co-Ordinator will play a vital role in facilitating all internal and external events.

**Principal Duties and Responsibilities:**

1. To ensure all event stock is in place, ordered in a timely manner and accounted for in accordance with the theatre's financial procedures including purchase order requests and processes.
2. To ensure the theatre is equipped with the correct items for events including glassware, crockery, cutlery, tables, and cloths.
3. To set up every event to the highest standard as specified in the operating procedure document, ensuring the theatre maintains its professional reputation.
4. To ensure all events are taken down, items are cleaned and returned and to their correct location.
5. To ensure all front of house areas are clean, ready for events and welcoming for any prospective hirers.
6. To liaise with the Head of Commercial & Events in a weekly meeting to ensure all events are diarised and all communication is administered.
7. To be on site to take delivery for all event orders.
8. To be on site for all external events and WGT networking events.
9. To be in attendance at any Grand Theatre events not taking place in the usual place of work eg Golf day, panto launch dinner.
10. To always be presented in the correct uniform issued by the company.
11. To ensure that financial regulations, policies and practices are adhered to at all times.
12. To undertake these duties with an awareness of and in compliance with, the Grand Theatre’s Equal Opportunities and Health & Safety Policies.
13. To liaise with the Head of Commercial and Events in a regular review of this job description so that it adequately reflects the changing needs of the service.
14. 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:…………………………………