

# Peplow Williams Academy of Theatre and Performing Arts

## Event & Project Coordinator

This is a brilliant opportunity for the right candidate to be involved with a Performing Arts School event management and set the yearly programme up from the beginning. We are looking for someone who is passionate, creative, and wants to transition into a more full-time role.

In summary, we require someone to oversee all aspects of event planning and management, including internal and external events, with experience of planning Performing Arts events, which includes, Summer Schools in UK and abroad, Workshops, Shows, Exhibitions, Parties, and large Customer events.

### Event Coordinator Duties:

- Creating event proposals for our Performing Arts school which fit client our requirements and presenting proposals by deadline
- Creating and maintaining a working relationship with venues, support staff, and professional Actors, Directors.
- Creating yearly timetables of all the workshops, summer schools, Holiday workshops, customer events, and shows.
- Coordinating event entertainment, including music, performers, and guest speakers.
- Sourcing all staff, technical companies, and premises for our calendar of events
- Staying under budget while planning event specifications
- Issuing invoices and collecting payments in a timely manner, and creating comprehensive and readable financial reports
- Managing and overseeing events on the day of, including problem-solving, welcoming customers, directing event set-up, communicating with staff, and organising all sales driven events.
- Communicating with marketing team to create effective advertisements for each event, and when necessary crafting marketing materials such as print and Internet advertisements for individual events
- Anticipating and planning for different scenarios
- Creating sales opportunities for future events
- Planning multiple events at once

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## Benefits:

- Bonus scheme
- Company events & social events

Job Types: Part-time transitioning to Permanent – 3 month initial trial period.

Salary: 1 to 2 days work initially - Contract £10 ph to 25 ph – transition to Salary of £19k to £30k – all is negotiable for the right candidate.

Applications close 30<sup>th</sup> April 2021 - if we have not already found the right candidate by then.

Expected start date: 19<sup>th</sup> April 2021 onwards, or as soon as we get the right candidate.

## Event Coordinator Skills, Qualifications & Experience:

Organisation & Event Planning Experience, Team Management Experience, Time-Management, Sales, Knowledge of Common Event Planning Software, Attention to Detail, Team-Oriented, Strong Written and Verbal Communication, Strong Client-Facing Skills, Proficient with Microsoft Office applications, email, and web-based applications, Marketing Knowledge or Previous Experience, Vendor and Entertainment Research, Initiative, Enthusiasm, Flexibility, Degree in Event Planning or Marketing Preferred. Large business-to-business events would be preferred, but not required for application. If you have experience of running a yearly events, workshop, Holiday, or summer school programmes for a performing Arts School this would be a major plus for your application. Lastly, must have knowledge of setting up funnels. Preferred:

- Bachelor's degree or practical experience on the job
- Familiarity with all aspects of Performing Arts

Requirements: Full driving licence; DBS (Preferred, but we can apply for the right candidate)

## To apply:

Write a letter of 500 plus words describing why you would be the best candidate for this opportunity, and what you could bring to the Academy. Plus send us your CV with photo attached. To [admin@pwacademy.com](mailto:admin@pwacademy.com)

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Please include your availability to start on your application.