

# Peplow Williams Academy of Theatre and Performing Arts

## Performing Arts Event & Project Coordinator for PWAcademy

This is a brilliant opportunity for the right candidate to be involved with our Performing Arts School's 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, making schedules, programming one off classes, and courses of classes, 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 our requirements and presenting proposals by deadline
- Creating and maintaining a working relationship with venues, support staff, and professional Actors, Directors. (the supply chain)
- Creating yearly timetables of all the termly classes, one-off 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
- Liaising with accounts to make sure that invoicing/collecting payments in a timely manner.
- 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
- Transition to a full-time role.

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> Sept 2021

Expected start date: When we get the right candidate, and the date is mutually agreed

## 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, highly 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 marketing funnels, google sheets, processes, and systems. 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) Please include your availability to start on your application. [www.pwacademy.com](http://www.pwacademy.com)