

Job Title: Events Co-ordinator/ Booking Organiser

Deadline: 29th November 2021, midday.

Responsible to: Wharf Chambers Co-op

Employment details:

- Average 14-16 hours per week, depending on frequency of events, with the possibility to expand scope of the job and increase hours should the role require it.
- £9.80 p/h
- 6 month fixed term contract.
- Hours are flexible, but the successful candidate will be expected to be available to communicate with the Wharf Chambers co-op and other working groups.
- We are open to discussing the possibility of remote working.
- Expected to attend one Co-op meeting per month, normally daytime on a Monday and where possible, in person.

Overview:

We are looking for an organised and friendly Events Co-ordinator/ Booking Organiser at Wharf Chambers who is able to juggle an array of tasks involved in the development of a multi-use venue and bar. The right person will have proven organisational skills, an eye for detail and experience or an interest in working in a co-operative structure.

Working in tandem with the Wharf Chambers co-op and other working groups, the focus of the role is to lead on the Events Co-ordination needs of the business and oversee an 'Event-coordination/bookings' working group to delegate tasks amongst. These tasks centre around email correspondence, calendar management, liaising with staff and promoters.

This role has historically been administered on rotation within the staff team at Wharf Chambers but with the frequency and breadth of events increasing, we would like to develop this position more formally. Although this is a short-term contract, there are opportunities for the role to be developed and extended.

About Wharf Chambers:

Wharf Chambers is a bar and multi-use venue in the centre of Leeds run by a workers' co-op in partnership with a members' club. We aim to provide an inclusive and affordable space for music, art, film, politics and discussion that brings together people from communities across Leeds. We encourage all applicants to look over [our website](#) and [policies](#) prior to applying.

Roles and responsibilities:

Core Tasks

- Managing the Wharf Chambers bookings email account
- Having an overview of all events at Wharf Chambers and what their needs will be
- Communicating with all promoters/organisers about what they expect from us and what we expect from them
- Having a solid understanding of all of the rules and procedures at Wharf Chambers and committing to working with our ethos
- Administering and improving our events management system
- Identifying nights with no events booked and reaching out to people to fill those gaps
- Liaising with the sound/ AV working group about scheduling engineers and tech requirements for events
- Liaising with bar group about bar staffing needs for events
- Liaising with social media/web team about promoting upcoming events
- Gathering feedback from promoters/bar staff/audience to establish the success of an event
- Communicating with co-op any issues or feedback arising from events
- Scheduling/ chairing meetings with other members of the Events working group (inc. at least one co-op member)

Essential

- Previous experience of either events management, events organising/promoting or curation
- IT literacy (emails google calendar etc)
- Time management/logistics skills
- Excellent verbal and written communication skills
- Friendly and outgoing
- Problem solving skills
- Knowledge of and engagement with local music and arts scene
- A desire to and ability to facilitate and assist promoters and artists create the event and environment they envisage
- Reliability, punctuality and a self-motivated approach to completing work
- Excellent attention to detail.
- Ability to work to tight deadlines.
- A deep understanding of and active commitment to Equal Opportunities

Desirable

- Knowledge of sound and AV technology/ trouble-shooting
- Any social media/ web development
- Promotion and marketing
- Curating of events
- Experience in funding applications

Anyone involved with Wharf Chambers has the opportunity to work bar shifts should they want to supplement their hours, and there are shifts needing to be covered. Full training will be provided. Priority for bar shifts, however, will go to Bar Staff already contracted.

How to apply:

Send a CV detailing your experience (paid or unpaid), and covering letter stating why you are interested in this role and how your skills and experience are suited to its requirements, to info@wharfchambers.org

If you'd like to discuss the position or application procedure please feel free to email us in advance of your application.

Equal opportunities

We welcome applications from people of colour, individuals from ethnic minority or low-income backgrounds, disabled people, people who identify as LGBTQ+ as well as those who are currently underrepresented in our organisation.

