

Shaftesbury Theatre

Event Coordinator

Purpose

A dramatic transformation of the Shaftesbury Theatre for the 21st Century began in 2016 with the completion of the award-winning fly tower. This Autumn, the latest phase, a new stalls bar and event space together with a hospitality suite, will open with the aim to broaden the range of activities and events in the Theatre.

The postholder will be part of the busy commercial team, supporting the Commercial Director and Head of Bars and Hospitality in the securing and coordination of all events at the Shaftesbury Theatre. The postholder reports to the Commercial Director and from time to time will be expected to make reports to the Chief Executive and Financial Director. Their line manager will be the Commercial Director.

The conference and event function are being developed using the Theatre's new facilities. The events Coordinator will require excellent administration, analytical and communication skills to ensure that from first contact through to the end of the event, the client receives an exceptional quality of service and that all departments working on each event within the Theatre are correctly informed and understand the client's needs. The postholder will need to work well under pressure and, when required, independently.

Duties

- To manage stakeholders, planning and schedules for all events at the Shaftesbury Theatre.
- To maintain and develop third party partnership opportunities with suppliers and contractors able to support a wide range of events. Securing the appropriate services for each event to the highest standard providing effective management and liaison throughout.
- To meet with clients to establish the detail of their event and, once agreed, create the event documents to ensure high quality delivery of the proposed event.
- To deliver specific events reports, bi-monthly event forecasts, function sheets, inventory and hire schedules, invoices and any other reports as requested by members of the Senior Management team.
- To generate accurate and detailed proposals and quotes for client events working in liaison with and alongside the Commercial Director and Head of Bars and Hospitality to actively secure business and build long term partnerships resulting in repeat business.
- To attend and, on occasion, lead event management and handover meetings.
- To use the Company's Event Management system.
- To use the Company's Box Office, Customer Relationship Management and Campaign Analysis systems.
- To provide administrative support for the day to day running of the Commercial Department.
- To develop and maintain a good knowledge of food and beverage trends, event styling and wide-ranging entertainment solutions.
- To work on any special project as identified by the Senior Management team.
- To support the Company's communication objectives by sharing information with colleagues as appropriate whilst respecting confidentiality so that you and your colleagues have all the information you need to perform your duties effectively.
- To always comply with Company's Equal Opportunities and Health and Safety Policies.

Person Specification

Essential

- Educated to degree level or equivalent
- Good social skills
- Numerically literate
- Excellent spoken and written English
- Outstanding organisational skills
- Ability to remain calm and accurate under pressure
- The ability to work to tight deadlines
- A flexible attitude to working patterns
- The ability to communicate effectively at all levels
- The ability to handle and maintain confidential information
- Experience of event organisation and management
- Good working knowledge of Microsoft systems (Outlook, Word, Excel, and Power Point)
- Working knowledge of Zoom, MS Teams, and other video communications platforms.
- Good personal presentation and customer focused skills

Desirable

- A working knowledge of Yesplan Event Management Software and Activity Stream
- An interest in the London Theatre industry and its history
- An interest in Film, Television and Radio production
- The ability to take initiative
- A team player

Application Process

Type of Role: Permanent

Salary: £34,000 pa

Location: Shaftesbury Theatre, 210 Shaftesbury Avenue.

Deadline for Applications: Friday 6th January 2023 - Interviews Friday 13th January 2023

Please apply by sending your CV and a covering letter to vacancies@shaftesburytheatre.com with EC2023 in the subject line. We would also like you to fill in an optional [Equality and Diversity monitoring form](#) and send this with your application. This will be detached and stored away from your application and kept anonymous.

We are an equal opportunities employer, and we actively encourage applications from disabled people and people from backgrounds currently under-represented in our team and the wider arts workforce. If you have any questions about this opportunity, please do not hesitate to contact us.

If you have any questions about this opportunity, please do not hesitate to contact us. If you require the job description to be sent to you in large text form or would otherwise like to discuss your access requirements, please email vacancies@shaftesburytheatre.com and we will do our best to provide this.