



Job Title: Events Co-ordinator

Job Level:

Responsible To: Events Manager

Direct Reports: All on the day event operational teams.

Place of Work: Utilita Arena Sheffield

Purpose of the Job

The Event Co-ordinator will be the key contact for visiting event companies. You will be part of a hardworking and tight-knit Events Department who will deliver and exceed all event clients and customers expectations. You are responsible for all event co-ordination aspects of visiting events from the venue's side, from the planning of events before they go on sale to the event reporting and debrief after an event has taken place.

This will include liaising with the event organisers to ensure all counter terrorism & health & safety rules, guidelines and best practices are adhered to throughout the build and the show, managing the various contractors throughout the event and liaising with the relevant authorities where necessary.

Job Summary:

The knowledge, experience and skills essentially required for this role are as following;

- Attention to detail & ability to work under pressure
- Planning & organising to deadlines
- Excellent administrative skills - Word, Excel
- Numeracy skills
- Good communication & influencing skills
- Problem solving and initiative
- Time management skills
- Previous experience in an events environment
- Willingness to work unsociable hours
- Counter Terrorism awareness, knowledge and training
- Health & Safety knowledge and training

A desirable requirement would be as follows:

- Auto CAD Skills
- IOSH qualification or similar
- Event Management Degree

Key Responsibilities:

- Deliver exceptional customer service to both front of house and back of house event clients and customers
- To be part of the duty manager (“event director”) rota
- To ensure you are proactive in ensuring all counter terrorism measures within the venue are adequately implemented and to ensure all relevant training and information sharing in the venue and company counter terrorism practices and risk mitigations are undertaken.
- To implement and comply with the company Health & Safety Policy, maintaining the safest possible environment for your colleagues, visiting event staff and customers.
- To undertake appropriate health and safety training, counter terrorism training, manual handling, fire evacuation etc.
- To liaise with all relevant regulatory authorities to ensure all statutory obligations are complied with.
- To liaise with the Event Manager to ensure all requirements are met with respect to the smooth running of the events (from load ins/load outs and all events, shows and productions)
- To ensure compliance sign offs are completed. (e.g temporary structures and rigging certifications etc)
- To research events prior to the arrival of the event ensuring that all information is available for the risk assessment procedures.
- To liaise with the Business Development and Ticketing teams where appropriate prior to event “on-sale” ensuring that plans are in order and that venue capacities are not exceeded.
- To conduct relevant event risk assessments and to ensure that these are reviewed regularly.
- To complete event settlements and to supply information for these if / as required.
- To produce event specific reports to aid development, knowledge sharing, problem solving and operational and financial performance of each event. And to compile information into the venues event management systems (currently Artifax).
- To undertake any other duties as requested by the management.

Expected Behaviours

ICAN – Our company culture is built on this ethos. Supporting, helping, offering excellent service to all customers, stakeholders, and colleagues.