

**Role: Events Coordinator**

**92  
BURTON  
RD**

Contract: Permanent Contract  
Reports to: Events Project Manager/Marketing Director  
Tenure: **Starting at 3 days per week**  
Location: Sheffield, UK  
Pension: Optional 1% contributory pension  
Holiday: 17 days per annum inc. Bank Holidays

The Events Coordinator will be based at our office here at 92 Burton Rd. We currently aim to deliver a minimum of 15-20 events a year (excluding Peddler) and we expect you to make yourself available for the majority of these events.

You are expected to manage your time accordingly and in consideration of weekend event work. Following weekend event work, we expect you to schedule approved time-off midweek.

## Role Description

You will primarily be responsible for coordinating the delivery of private hire and event activity (excluding Peddler) here at 92 Burton Road, including weddings, parties, photoshoots, workshops etc.

You will be our first point of contact for clients, working to ensure all clients have a great experience in our venue. You will respond to venue enquiries, facilitate client correspondence and on-site liaison.

You will work with our team to push forward the creative development of 92 Burton Rd as a venue, developing an exciting and creative programme of licenced and non-licensed activity, including film screenings, exhibitions, workshops, location shoots and photoshoots etc.

You will work with the Marketing Director to develop the brands' core principles and objectives, assisting with the online marketing of 92 Burton Rd and developing a database of contacts to promote 92 Burton Rd as a venue for events and location shoots.

During the client liaison and event planning processes, you will work alongside the Bar Manager and our production partners to ensure all production elements are designated and delivered within a timely manner, according to the client's needs and within the limitations of our venue.



## Key Deliverables

### Private Hire & Events at 92 Burton Rd (excluding Peddler)

- Plan and coordinate logistical aspects of private event activity, including weddings, private parties, film screenings and photoshoots etc.
- Respond to venue enquiries via email, facilitate client correspondence and on-site liaison when necessary
- Create Specification Sheets and Production Schedules per event, in accordance with client needs, to ensure the smooth and timely production of all private hire events
- Responsible for keeping records of all enquiries and bookings
- Responsible for keeping records of progress and deadlines, including deposits, payment of fees etc.
- Brief event staff on the requirements and running orders for each event
- Act as a point of contact for queries between venue/ catering/ clients, prior to and during events
- Work with the production team to oversee the temporary installation of event infrastructure
- Work with the Bar Manager to ensure the bar menus are planned appropriately
- Be onsite to coordinate private events and ensure production and venue deliverables are on schedule and in accordance with the client's needs
- Ensure event catering requirements are met before the start of each event
- Work with the Events Project Manager to ensure all event activity adheres to our event management conditions and all legislative/regulatory requirements relating to Health and Safety and Licensing
- Act as a representative of 92 Burton Road at all times
- Any other reasonable tasks as required

### Creative Development at 92 Burton Rd

- Develop an exciting and creative programme of licenced and non-licensed activity, including film screenings, exhibitions, workshops, location shoots and photoshoots etc.
- Lead on the creative development of 92 Burton Rd, working with the Marketing Director to develop the brands' core principles and objectives
- Assist with the online marketing of 92 Burton Rd, with a focus on developing the venue's Instagram and Facebook profiles
- Develop a database of contacts to promote 92 Burton Rd as a venue for events and location shoots, including photographers, film producers, retailers etc.
- Seek opportunities to work with appropriate partners and other brands, developing mutually beneficial relationships in order to facilitate an exciting programme of activity at 92 Burton Rd

Deadline for applications: 5pm Monday 19 February 2018

info@92burtonrd.com  
www.92burtonrd.com  
Sheffield S3 8BX