**Culture Coventry Trust**

**Herbert Art Gallery & Museum**

**Jordan Well**

**Coventry**

**CV1 5QP**

**JOB DESCRIPTION**

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| **Job Title:** | Children’s Creative Events Producer |
| **Reporting to:** | Head of Learning and Engagement |
| **Responsible for:** | Casual Learning Assistants |

**SCOPE**

Culture Coventry Trust and Coventry Sports Foundation are operating as CV Life, so that the scope of this Job Description as a CV Life document extends to cover the employment contracts held with either Culture Coventry Trust or Coventry Sports Foundation.

**OVERALL PURPOSE AND OBJECTIVE OF THE ROLE**

To develop and deliver commercial events for children across CV Life Museum venues. Responsibility for creating engaging events that aim to create lifelong memories for children, while also generating income to meet key targets and ensure the financial sustainability of CV Life venues.

**MAIN DUTIES OF THE ROLE**

1. To sustain and grow an engaging children’s cultural events programme to increase the economic prosperity of CV Life.
2. To coordinate and deliver ongoing and emerging programmes with associated income targets, including Doze Under Dippy sleepover events, Lunt Roman Fort Residentials and birthday party package across museum venues.
3. Work closely with the Head of Learning and Engagement, Venue Managers and the Marketing team to generate innovative new income streams targeted at the family market.
4. Working with the Head of Learning & Engagement to create profitable children’s events, analysing and reviewing income and expenditure and contributing to regular reviews of the model.
5. Respond to and manage all enquiries related to bookings for children’s events and act as the point of contact for bookers in the lead up and on the day of the event.
6. Deliver an excellent customer experience ensuring that expectations are met and delivering high levels of satisfaction
7. Schedule, train and supervise Casual Learning Assistants and volunteers to meet programme delivery needs, within delegated budgets.
8. Develop relationships with key stakeholders to grow the children’s events audience; actively upselling the offer to partner organisations, community leaders, schools and families, whilst integrating Arts Council England investment principles into the ongoing programme development.
9. Oversee staffing and delivery of children’s events and ensuring compliance with health and safety, hygiene and allergy requirements.
10. The post holder may be required to act as the Designated Premises Supervisor for specific events and to act as Step Up Duty Manager when required

This Job Description is neither exhaustive nor exclusive and may be reviewed and updated depending upon operational requirements and staffing levels.

**RESPONSIBILITIES FOR ALL EMPLOYEES**

* To embrace and lead by example on the Company’s key values of PRIDE, PASSION and PERFORMANCE or those that might at any time be subsequently re-defined.
* To support the Company’s commitment to providing a safe environment for children, young people and vulnerable adults, ensuring awareness of the Company’s Safeguarding Policy, Procedures and Practice Guidance, and to be vigilant, reporting any safeguarding concerns without delay.
* To undertake all duties and fully comply with all of the Company’s general standards and those relating to the specific requirements of the role.
* To take care of their own health and safety and that of others who may be affected by their actions at work, and to co-operate with health and safety matters to help everyone meet their legal requirements.
* To co-operate with managers and colleagues to ensure environmental responsibilities are complied with.
* To carry out tasks at a range of sites that are either operated or managed by the Companies / Trusts or where services are delivered by the Companies / Trusts.
* To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities within the Companies / Trusts. To generally help promote the work and public image of the Companies / Trusts, always maintaining high standards of customer service and personal appearance.
* To attend and fully engage with all internal training and development requirements and opportunities, and maintain such qualifications as required by the demands of the role.
* To interact positively with customers adopting a friendly and professional approach at all times.
* To comply with the General Data Protection Regulations when dealing with, maintaining, sharing and storing information.
* To undertake other duties as specified, which are appropriate to the qualifications, experience and general level of the post.

**Date Created: 18.02.2025**

**Date Reviewed:**

**PERSON SPECIFICATION**

**Essential Personal Attributes**

* Effective leadership and people management skills – able to lead and motivate a team and work effectively to achieve continuous improvement.
* Excellent creative and interpersonal skills for establishing and maintaining positive relationships with key stakeholders and in-house delivery teams.
* Excellent organisational, logistical and time management skills to manage complex projects to meet funder and organisation requirements.
* Self-motivated and able to work on own initiative as well as in a multi-partner team.
* Ability to deliver results whilst under pressure, to manage competing priorities and meet deadlines, measured against income and impact targets.
* Readiness to help people and the ability to respond to differing needs e.g. neurodiverse, physical disabilities, children, diverse cultures and differing levels of understanding.

**Essential Knowledge and Experience**

* Evidenced experience of commercial events delivery, preferably within, or working closely with the cultural and heritage sector.
* Experience of supervising staff including setting work programmes and providing clear direction to achieve defined standards.
* Good knowledge of the roles different teams play in development and delivery across public events.
* Detailed knowledge of the processes for producing for events, including project management, production, financial management and staff coordination.
* An in-depth knowledge and understanding of health and safety legislation for both indoor and outdoor events.
* A good understanding of how cultural events can contribute to defining a sense of place, to economic development and to audience development.
* Knowledge of evaluation techniques and how they can be applied within events services to demonstrate social and economic impact.
* Ability to chair internal meetings effectively, ensuring that objectives are met within appropriate timescales.

**Essential Special Skills**

* Able to work to work flexibly in relation to hours, including, unsociable hours, evenings, weekends, bank holidays and overnight stays as required
* Ability to travel to meetings and events across CV Life venues.

**Special Circumstances**

* DBS required.