



Job Description

Trainee Event Coordinator - Culture Liverpool

About the role

A paid traineeship over 12 weeks
Part Time: 4 days a week or equivalent
From: 20th May to 12th August 2019
Based at Culture Liverpool
Fee: £3650

Overview

We are looking for a Trainee Events Coordinator to work across a number of projects at Culture Liverpool.

This trainee role is the result of a collaboration between Culture Liverpool and Brighter Sound with the intention of increasing opportunities for female event managers. It is a 12-week part-time placement from May - August 2019.

The successful candidate will work across three departments: Event Management, Marketing and Creative Engagement gaining experience in marketing and communications, commercial and sponsorship and community engagement. They will report to Susan Lees, City Event Manager at Culture Liverpool and will receive ongoing support from Kate Lowes, Head of Programmes at Brighter Sound.

If the recruitment process results in the appointment of a female trainee, this opportunity would be funded by the Both Sides Now programme, Brighter Sound's ground-breaking programme to support, inspire and showcase women in music in the North of England.

For this reason, we particularly welcome applications from female applicants.

We use an inclusive definition of 'women' and 'female', welcoming applicants who may identify as non-binary, cis-gendered, or trans.

Applicant Requirements

We are seeking applicants with a knowledge of, and connections to Liverpool / Merseyside and the music scene.

Applicants should also:

- Have a demonstrable interest in both music and events
- Have a commitment to pursuing a career as a professional event manager in Liverpool
- Have some experience of creating and delivering small scale events
- Be able to demonstrate a commitment to living and making work in Liverpool & Merseyside



Main Areas of Responsibility

- To assist in the organisation and, where appropriate, supervision of tourism and cultural events / experiences which will support the tourism and economic strategies in line with the City Council's relevant strategies.
- To liaise with sections of Culture Liverpool and external agencies as required to ensure safe, effective and efficient delivery of the events programme.
- To liaise with outside agencies on events and represent the team at meetings as appropriate.
- To assist with the organisation and publicity material for specific events.
- To take on specific office / workplace related responsibilities and duties as requested. Such duties will include day to day administration, event monitoring, minute taking, preparation and booking of meeting rooms, budget monitoring, raising purchase orders, equality monitoring, manual handling, absence inputting and other specific IT duties in support of events.
- To assist in ensuring that all appropriate administrative systems are in place and fully operational.
- To deal with general correspondence relating to the work of the events.
- To prepare statistical data and budget information as required.
- To deal with general public enquiries (both written and verbal) as necessary.
- To undertake duties outside of normal office hours as determined by the scope of the post.
- To undertake any other duty within the competence of the post holder (and relevant to the post) which may be required at the request of the Events Manager.
- To promote Culture Liverpool's core values and continued improvement in service quality and efficiency.
- To develop the City council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness of service delivery.
- Develop the Culture Liverpool's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

About Culture Liverpool

Culture Liverpool was established after the triumph of 2008, in which the City of Liverpool delivered the most successful European Capital of Culture year to date. Since our introduction, our aim has been to continually capitalise on this success through championing culture across the Liverpool City Region through all of our services and sub-brands, all of which are listed here. As Liverpool City Council's cultural service, we have continued to build on our world class reputation, using arts and events as the driving force for the regeneration of the whole city.

The City's determination to deliver its brand on an international stage is constantly gathering pace and we invite you to join us on this journey and fulfil the huge potential of Liverpool.

The City Events Team of Culture Liverpool take responsibility for all aspects of the planning & implementation of large scale events and projects for Liverpool City Council. We take a systematic and methodical approach to the events and projects we organise. To do this, we:

- Set clear objectives
- Investigate feasibility
- Risk manage
- Set contingency strategies
- Create operational policies
- Fund and finance manage (including budget adherence)
- Ensure the safety and well-being of all.



Our unmatched ability to do this with a highly-skilled and passionate team, means we can expertly plan and implement quality events across a diverse range of event types, themes, settings and content. As well as this, our event and project activities act as a direct catalyst for accomplishing the corporate and strategic initiative of the City

Key events and projects we have managed include:

- National Armed Forces Day 2017
- '3 Queens' – Cunard's 175th Anniversary
- Liverpool International Music Festival
- Royal de Luxe Giant Spectaculars – Memories of August 1914 (2012), Sea Odyssey (2014), Liverpool Dream (2018)
- 'River of Light' – 5th November firework display
- The Liverpool Sound (Paul McCartney headline concert supporting the 2008 Capital of Culture)
- Capital of Culture Opening Ceremony: "The People's Opening"
- Liverpool's 800th Birthday Fireworks
- Tour of Britain Cycle Race
- The Tall Ships Race.
- Bordeaux Wine Festival
- Lost Castles

About Brighter Sound

Brighter Sound is a creative music charity based in Manchester, working across the North and nationally to ensure that music making is part of the lives of all children and young people, that early career musicians are supported to develop their artistic confidence and originality, and to ensure that the music sector is equal and diverse.

Brighter Sound is currently delivering Both Sides Now, a ground-breaking three-year programme to support, inspire and showcase women in music across the North of England, with support from Arts Council England's Ambition for Excellence fund. After years of noting the consistently low level of female participation in the music and sound industry, Both Sides Now is a programme for young and early career female artists and industry professionals featuring residencies, commissions, training and apprenticeships, alongside national and international showcases.

The programme focusses on Manchester, Liverpool, Leeds, Newcastle and the surrounding areas, and aims to bridge the gap in access, opportunity and career progression — introducing new voices to reshape a more equal and diverse music landscape. Both Sides Now's objective is a sustained and tangible impact on women's representation in the music and sound industry – reframing perceptions and challenging stereotypes to influence cultural, social and political change for northern women pursuing careers in music.