



**SALTAIRE INSPIRED EVENT CO-ORDINATOR
SALTAIRE ART TRAIL (25th – 27th May 2019)**

Purpose of the Role

To effectively co-ordinate the May 2019 Saltaire Arts Trail, ensuring successful delivery of all core elements to agreed time, budget and quality; and developing the arts trail's programme offer and audience in line with *Saltaire Inspired's* business objectives.

Key Functions and Responsibilities

- Develop and agree with the *Saltaire Inspired* Board an overall delivery plan and budget for the arts trail 2019
- Take direct responsibility for the delivery and co-ordination of all aspects of the arts trail in line with the above plan, managing the agreed budget (within authorisation levels set by the Saltaire Inspired Board) and liaising closely with the team of volunteers to deliver against appropriate plans and budgets for their areas
- Support the marketing and campaigns team to ensure the event is widely promoted locally, regionally and nationally.
- Maintain the *Saltaire Inspired* brand.
- Build positive and constructive links with current and potential partners including sponsors, ensuring relevant events and organisations are represented in the 2019 arts trail and strong relationships built for future delivery
- Manage the team of volunteer leads, co-ordinating the work of volunteers across both the development and delivery periods via the arts trail team.
- Work with the Board to ensure that all aspects of the organisation and delivery meet and respond to legal requirements including GDPR, health & safety, equal opportunities and licensing
- Be in attendance and Oversee delivery of each event during the art trail weekend
- Provide written update reports to feed into the monthly *Saltaire Inspired* Board meetings, and attend those meetings when required.
- Carry out such activities as may be necessary following the art trail weekend to fully round off the 2019 event.
- Other activities as appropriate to the role or required by the *Saltaire Inspired* Board

Conditions & Contract Period

This will be a fixed term, freelance contract beginning in November 2018 and terminating in June 2019. There are no set hours, however, the successful candidate will be expected to work hours as appropriate to ensure effective delivery. This will vary during the course of the contract and the following is given purely as an outline guideline:- approximately a day per week during the initial planning period to 2 days per week in the 2 months preceding the event to fulltime in the week before it commences and over the event itself. This role will include occasional evening and weekend work.

The position is self-employed, and the person appointed will acknowledge that he or she is responsible for his or her own taxes and NICs, and that no employment rights will derive from the contract.

Contract Fee

£6,000 for agreed fixed period.

To Apply

Send a copy of your CV and covering letter to chair@saltaireinspired.org.uk by September 7th 2018. First interviews will be held week commencing 17th September 2018
Please identify any dates you are unavailable on your application.