



Event Support Officer

Information Pack

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liveandlocal.org.uk

Job Description (Event Support Officer)

The role of Event Support Officer is an important step in the expansion of Live & Local and will help to future-proof the company by adding valuable skills to the team. It is a wide-ranging role with planning and logistics, project management, media preparation and office work alongside hands on event management and technical duties at live shows, Big Picture Show screenings and other events. The Event Support Officer is responsible for duties in the following areas:

Cinema Schemes (Big Picture Show & Moving Pictures)

- Ensuring successful delivery of cinema screenings either by directly delivering them as screening manager (primarily) or by managing delivery through other freelance staff, which includes:
 - Undertake all such acts as required to ensure that screenings take place on the predefined date and time and with due care and attention to quality, safety and security;
 - Liaise with the Development Manager, Assistant Administrator and local promoters to confirm dates, venues, technical requirements, films, times of arrival etc.;
 - Arrive at venues at the agreed time and liaise with local promoter on seating layout, capacity and front of house management to ensure a professional screening takes place;
 - Liaising with and managing any freelance technicians/screening managers who may occasionally cover screenings/events;
 - Set up and operate sound and projection equipment;
 - Act as the ambassador for Live & Local and the Big Picture Show schemes at screenings, advocating and encouraging new promoters and attendance;
 - Write up screening reports as needed.
- Responsible for all Live & Local technical equipment and acts as librarian for the film catalogue.
- Assist in researching films and devising the Big Picture Show/Moving Pictures menu of films (in liaison with other staff), sourcing film licenses and overseeing the day to day logistical management of the cinema schemes.
- Undertake site visits to assess the suitability of venues for joining Big Picture Show in liaison with the Fieldworkers.
- Produce trailers, presentations and other media to be used for marketing at screenings.

Community Touring Scheme (CTS) – Live Performances

- Provide technical support and advice to volunteer promoters, artists and other staff members;
- Attending Live & Local performances: providing support to the local group and artists, occasional audience surveys and encouraging people to join the mailing list;
- Undertake site visits to assess the suitability of venues for joining the CTS Scheme in liaison with the Fieldworkers;
- Provide technical support for some live community touring scheme shows;
- General promoter support to ensure the smooth running of community touring scheme shows;
- Attending community touring scheme shows and carrying out assessments of the quality of the show, suitability of venue and of the overall event, writing up reports and feeding back as necessary.

Events & Projects

- Provide technical support services for the annual Live & Local promoter meetings (x7 per year in March) including technical staffing, lighting, sound, staging and audio-visual presentations;
- Planning and delivery of various occasional projects and events including:
 - Projects which fit our “Discover” initiative;
 - Collaborations with external partners and arts organisations;
 - Projects which fit into the Rural Artworks (RAW) initiative.
- Work with artists/companies involved in DART (Developing Art(ists) for Rural Touring) to provide mentoring and advice on the technical aspects of their projects;
- Identifying opportunities for use of the Live & Local baby big-top tent as required (infrequently) and managing the delivery of such opportunities;
- Scope new opportunities for commercial growth within hire scheme and technical services;
- Managing the Live & Local hire scheme and commercial technical services.

General Duties

- Ensure that Live & Local’s technical equipment is always suitably secure, safe, PAT tested and maintained;
- Represent Live & Local at occasional events (both internally and externally);
- Ensure that Live & Local’s storage facilities are secure and safe;
- Occasional distribution of marketing materials;
- Attending regular company meetings.

Person Specification

Essential: These are minimum criterion needed to carry out the job and the job cannot be done without meeting these criteria.

Desirable: The job could be done without meeting these criteria but will be considered if more than one candidate satisfies the essential criteria.

Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Event management experience in the fields of live arts, touring theatre, community arts or cinema; • Technical experience in the field of sound and/or digital screening equipment; • Technical experience in the field of lighting and/or sound design and operation; 	<ul style="list-style-type: none"> • Professional experience in screening films with portable or similar digital equipment; • Professional technical SX/LX experience • Front of House experience; • Experience of running events in community venues. • Experience of supervising professional technicians (or similar) • Experience of supervising volunteers; • Experience dealing with temporary structures (marquees & temporary stages); • Experience of simple film/video editing;
Personal Attributes	
<ul style="list-style-type: none"> • Full, clean* driving licence with own transport; • Self-starter requiring minimal supervision; • Sufficient physical strength and ability to independently and repeatedly lift and carry objects weighing up to 25kg and to repeatedly lift, move and carry objects weighing more than 25kg with assistance; • Ability to work on own initiative and as part of a team, • Effective and courteous communication skills with volunteers and professionals demonstrating the ability to work effectively with a variety of people including staff, volunteers and the public; • Ability and willingness to work flexible hours, including evenings and weekends. 	<ul style="list-style-type: none"> • Competent advanced driving skills; • Confident verbal presentation skills; • Willing to attend training sessions as required. <p>* Licence should not have endorsements that will disbar you from being insured by us to drive a light van (e.g. transit)</p>
Knowledge and Skills	
<ul style="list-style-type: none"> • Understanding health and safety requirements related to the role; • Ability to plan seating, projection and sound layouts to maximise quality and safety at the screenings; • Ability to think quickly and react/trouble-shoot technical problems effectively and to improvise when faced with unexpected situations; • Familiar with standard MS IT packages (Word, Outlook, PowerPoint, Access, Excel) 	<ul style="list-style-type: none"> • Knowledge of film/video and sound editing software and it's use to produce trailers and other digital content; • Knowledge of graphic design software; • Experience of or interest in web design and/or social media; • Knowledge of the film industry and film distribution.
Education/Qualifications	
<ul style="list-style-type: none"> • Good education to GCSE level or equivalent 	<ul style="list-style-type: none"> • Relevant qualifications (NVQ or BTEC); • First aid at work training. • Health & Safety Qualification • PAT testing qualifications

Terms and Conditions

The post is offered as a salaried position as an employee of Live & Local Ltd. on a fixed term annualised contract for one year in the first instance. These hours can be worked flexibly as needed and required, but there will be some expectation of core working which will be discussed with applicants. The post will be subject to Live & Local's standard Terms and Conditions of Employment for 2018/19.

Salary

- £18,933 pro rata with supplementary payments for any agreed additional hours worked.
- Salary is paid monthly in 12 equal amounts across the year

Pension

- Employer's contribution of 1% of pensionable earnings increasing in line with statutory requirements. Assessment for auto-enrolment will be postponed until completion of probation.

Hours

- Total 1,456 hrs across (0.8FTE) the year which represents a notional average of 28 hours per week. This will be higher than average during our performance and screenings seasons which are in the September to May period;
- There is an expectation that a minimum of 60 hours would be worked per month;
- Weekend and unsociable (evening) hours are an expected part of this role.

Other

- This role is based in the Warwick office however remote IT access is available;
- Two-month probation period;
- There will be 176 hrs (25 days) annual paid leave (leave year is April to March);
- Annual leave will be granted in line with the organisational needs of the role;
- Termination of contract would be 1 month on either side;
- The post holder will be responsible to the Development Manager;
- Travel expenses are paid for travel associated with the job.
- This is a new post and contract that can be changed by mutual agreement in the light of experience of the needs of the role.

Application Procedure

This is a rolling recruitment with no set deadlines. Please contact the office for more information or to register your interest in the role or proceed directly to:

Application Pack and Form are available through the jobs page at www.liveandlocal.org.uk

Interviews will be held on an ongoing basis

Telephone: 01926402173

Email: admin@liveandlocal.org.uk

About Live & Local

'I like being part of bringing professional theatre into a small community and putting a bit of heart into the place.' Local Volunteer Promoter

'Good fun, good value, unusual performances in places we wouldn't normally go to. The 'action' is near to the spectators and so we feel more involved.' Audience Member

Our Mission: Live & Local works with voluntary groups and professional artists to create new audiences for the arts and to build stronger communities.

Our principle activity is the support of a high quality curated live performance programme in partnership with voluntary groups – the community touring scheme (CTS) - under the tagline slogan 'Surprising shows in surprising places'.

Currently the schemes cover Derbyshire, Leicestershire, Lincolnshire, Nottinghamshire, Rutland, Staffordshire, Warwickshire and Worcestershire. We support approximately 500 live events per year.

We also run other mutually supportive programmes to provide greater resilience to the organisation and to ensure we meet the needs of current and potential stakeholders:

- Big Picture Show (BPS) community cinema network – currently supporting approximately 260 community film screenings per year in Staffordshire and Warwickshire, but growing rapidly;
- DART (Developing Artists in Rural Touring) - artist development programme;
- Rural Artworks (RAW) - arts led community cohesion projects.

The scheme started in 1987 in Warwickshire and incorporated as a Company limited by guarantee in August 1994. The full CTS and BPS network comprises over 300 voluntary groups across the eight counties (predominantly rural but some urban).

'People surprise themselves by coming to things they wouldn't normally dream of coming to!' Local Voluntary Promoter

'Brilliant event! Live & Local continues to offer superb entertainment.' Local Voluntary Promoter

'The whole company feel it was extremely successful and appreciated that this was due in no small measure to the input from all at Live & Local.' Theatre Company

About our Work

www.liveandlocal.org.uk

www.bigpictureshow.org.uk

<http://developingartistsinruraltouring.wordpress.com/>

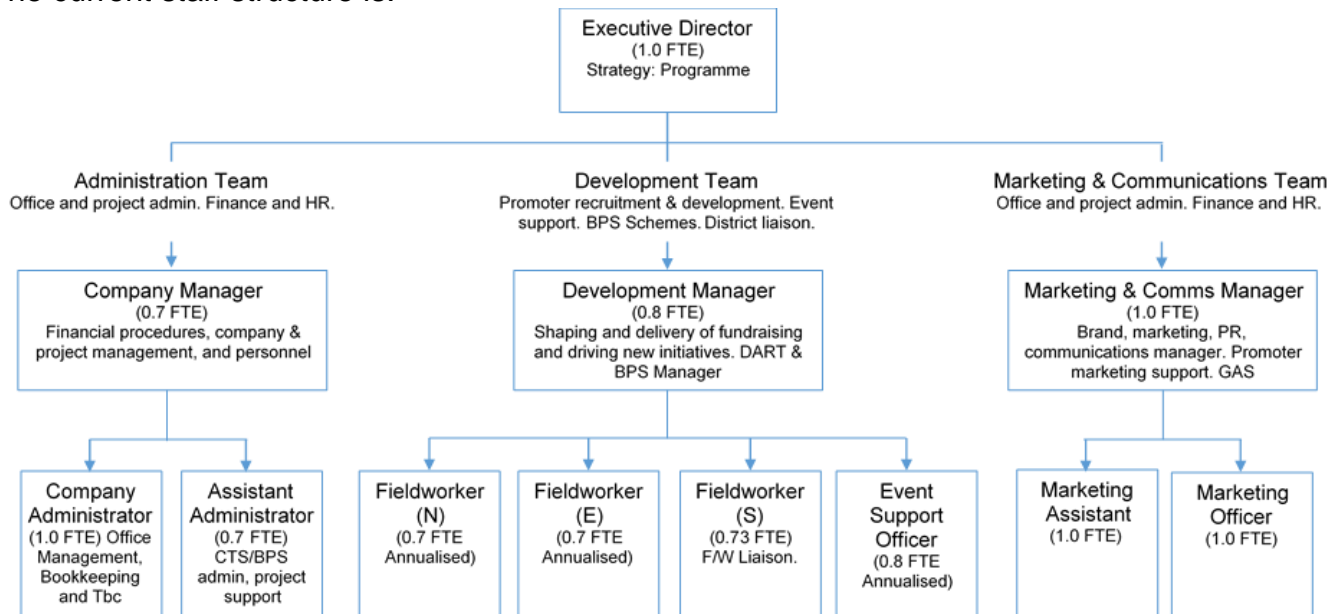
About our Funding

Live & Local is funded by a mix of local, regional and national bodies. We have retained our Arts Council England (ACE) National Portfolio Organisation (NPO) status in the recent funding round (until 2018). We are funded by six County Councils and 38 District and Borough councils. Some of this income is in the form of grants and some through partnership agreements with these local authorities. We also receive income from touring scheme box office receipts and from local contributions to specific projects. We also run a Friends Scheme.

Staffing and Governance

Live & Local is a Company Limited by Guarantee with a voluntary Board of Directors (5-9 members) drawn from funders, users and artists involved with the organisation's activities.

The current staff structure is:



Office and IT

- The company is based in Warwick in a 2nd floor (no lift) office suite
- The office has a networked PC computer system with remote access facilities.
- The software packages include Windows XP, MS Office Professional XP (Word, Outlook, Excel, Access), DTP (Publisher) and Adobe Photoshop. We use Adobe Contribute web publishing software to maintain our current website;
- We own five sets of portable digital cinema systems with 5:1 surround sound, 12 x 9 screens and digital projectors.
- We also own two 8:2 mixers and an assortment of sound accessories
- We also own a 200 seat (or 60 seat) marquee
- Staging; 6 x portable staging units.

'The whole company feel it was extremely successful and appreciated that this was due in no small measure to the input from all at Live & Local.' Horse + Bamboo Puppet and

Mask Theatre Company

National Rural Touring Forum

Live & Local is a member of the National Rural Touring Forum (NRTF). Set up in 1997, the NRTF is an umbrella body representing approximately 40 community and rural touring schemes and arts development agencies, principally across England, but also in Scotland and Wales. The nationwide network of over 1,500 local voluntary promoters covers many parts of the country, from Cumbria to Cornwall. The rural touring sector has an annual turnover exceeding £1.5m, half of which is spent on artistic fees.

The NRTF is funded through membership fees and as an ACE National Portfolio Organisation. The NRTF aims to encourage the touring of high quality professional arts performances and events to rural communities and meet the needs of the member schemes.

The NRTF provides a wealth of experience across its membership as well as professional development opportunities for member schemes, market research and cross regional

project development opportunities. Its annual conference provides an opportunity for people to meet and do business face to face. The profile of rural touring with policy makers and funders at all levels is raised through a programme of advocacy, using high quality, up-to-date research and statistics to help make the case for support.

The NRTF is currently working in partnership with The Place, one of the UK's premier contemporary dance centres, development specialists China Plate and Take Art, Somerset's rural touring scheme and county dance agency, on a major three-year project to substantially increase dance touring in rural England, Wales and Scotland.

www.nrtf.org.uk

NRTF New Directions 2018

On the **26th, 27th and 28th June 2018** the National Rural Touring Forum (NRTF) and Live & Local will host the bi-annual rural touring showcase festival, New Directions.

Taking place at **Worcester University**, this event brings together those involved in managing rural touring networks, rural touring promoters and crucially artists who, together make possible over 3000 shows each year which are seen by over 220,000 people.

New Directions 2018 will enable touring schemes, venues and voluntary promoters to sample shows, see work, share experiences with other promoters and broaden their knowledge of work available.

There will be approx. 20-25 showcases from a range of theatre, circus and dance companies in two indoor spaces and possible also outside. Live & Local is hosting this event and although the timing of this new job precludes the successful applicant being highly involved with the logistical planning of the technical side of New Directions, we are anticipating that the post holder will have some input during the actual event.

On Rural Touring

'Top quality entertainment... a good night out... the best events coming to a space near you.' The Guardian

'Rural touring is where the liveliest gigs happen, where the warmest friendships are made.'
The Guardian