

Event Coordinator Fixed-Term Maternity Cover

Employer: **Kings Place Music Foundation**

Date: **May 2022**

Department: **Technical**

Responsible to: **Head of Technical**

Role Objective:

The Event Coordinator is responsible for organising KPMF event operations to ensure the highest standards and the smooth running of all events. The role gives administrative support to the KPMF Technical Department, focusing on coordinating a pool of permanent and casual Technicians, equipment logistics, piano tunings and room setups.

The role is responsible for helping with the daily management of the private hires email inbox, including responding to initial correspondence and directing enquiries to the relevant department.

Key Duties:

- Supporting the department in administrative tasks
- Using Liveforce to assign staff in the event calendar
- General Staffing admin: responsible for call sheets, payroll data entry, taxi bookings, checking the availability calendar and regular communication to operational staff
- Responsible for the planning of room setups and equipment logistics
- Raising purchase orders through the online accounting system Aqilla
- Coordinating non-technical logistics to assist other KPMF departments
- Respond to initial private hire enquiries in the email inbox
- Direct private hire enquiries to the relevant departments
- Where appropriate, conduct preliminary venue site visit for potential hirers

Additional duties

- Undertaking any other duties as required as appropriate to the grade and role of the post
- Complying with the KPMF equal opportunities and health and safety policies

Requirements:

Essential

- Excellent written and verbal communication skills
- A working knowledge of a range of office and general admin software (MS Office Suite, scheduling and finance software)
- Welcoming, friendly and proactive approach
- Strong organisational and administrative skills, ideally in relation to events
- Attention to detail
- Excellent time management skills

Desirable

- Knowledge of Artifax booking software
 - Knowledge of Aqilla online accounting system
 - Knowledge of Liveforce staff booking software
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