

COVENTRY CITY OF CULTURE TRUST DUTY MANAGER – OBSERVATIONS ON BEING

Reports to Claire Manley, Executive Production Manager, Observations on Being

Role: Duty Manager, Observations on Being
Rate of pay: £17.50 per hour (PAYE)
Exact working hours are subject to final schedule, but it is expected that working hours throughout June – August will be between 9am – 11pm Tuesday – Sunday Working a total of 40 hours per week. In addition, there will be up to 10 days required throughout May - June for induction, planning and install days as required.

These are the total hours offered however we would also consider applications from individuals looking for fewer hours.

Timescales: Role to commence A.S.A.P. in May 2021, to be delivered on a fixed-term contract until end of August 2021

N.B We will be looking to recruit a number of similar roles over the coming months so will be asking for permission to keep any applicants details on record should further opportunities arise.

CONTEXT

We are a diverse, modern city which is re-imagining the role culture can play in bringing people together. Coventry is a city of welcome, a city of activists and pioneers, a city of peace and reconciliation, a city of innovation and invention, a City of Culture.

The Trust is committed to:

- Welcoming 2.5m additional visitors to Coventry in 2021/22
- 80% of the city's residents experiencing at least three events in 2021/22
- Increasing audience attendance from under-represented communities by 20%
- Activating more than 16,000 volunteers and participants
- Making long-lasting, tangible social change in Coventry
- Transforming who holds the power to create and curate in the city
- Starting a wave of cultural investment across the region

Coventry's City of Culture programme will start in May 2021 and run for 12 months, allowing us to keep our promise to the city and region - to deliver an extraordinary year and telling the story of the city that moves.

**COVENTRY CITY OF CULTURE TRUST
C/O THE HERBERT ART GALLERY & MUSEUM, JORDAN WELL, COVENTRY, CV1 5QP
WWW.COVENTRY2021.CO.UK**

REGISTERED ADDRESS: THE HERBERT ART GALLERY & MUSEUM,
JORDAN WELL, COVENTRY, CV1 5QP, COMPANY NUMBER: 09808960
CHARITY NUMBER 1165639, LIMITED BY GUARANTEE
REGISTERED IN ENGLAND AND WALES

JOB DESCRIPTION

The Trust is looking to appoint a Duty Manager managed by the Executive Production Manager, Claire Manley to oversee day-to-day running of a medium scale immersive exhibition in Coventry. Observations on Being (formerly titled Tides Within Us), is an exhibition co-commissioned and co-produced by Coventry City of Culture Trust and York Mediale. It is presented in partnership with Historic Coventry Trust, Warwickshire Wildlife Trust and Coventry City Council. We are also working closely with the Friends of London Road Cemetery. Funded by National Lottery Heritage Fund.

THE ROLE

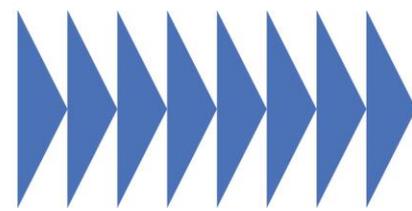
- Input into and ensure day to day compliance with safety documentation including Risk Assessment and Event Safety Management Plan, work closely with Production to comply with H&S regulations, Trust premises licences and Safeguarding policy
- Assist in recruitment of event delivery team and line manage a team of Experience Supervisors and Leaders
- Develop and maintain a delivery schedule for the show, including an open/ close procedure for all exhibition and installation spaces at the start and end of each day
- Responsible for addressing safety, security, maintenance, technical and site issues, working with the appropriate contractors or colleagues and maintaining log processes
- In the event of an emergency, take responsibility for all visitors, staff and volunteers on site and make the decision to close installations/exhibition spaces and evacuate, as necessary
- Monitor site usage and proactively engage with the Trust's Green Code, working to protect natural habitats and spaces, avoid damage to any sacred space, wildlife, or environment
- To actively support the project objectives to minimise as far as possible all barriers to access in line with the Trust's Access Strategy
- Actively engage with the organisation's vision and mission and strategies regarding artistic ambition, equal opportunities, diversity and accessibility, participation and engagement, environment and sustainability and evaluation and monitoring
- To be aware of, and undertake to comply with and to help develop, the Trust's policies and procedures including, but not limited to, GDPR, Health and Safety, Safeguarding and Diversity and Equality and Inclusion Policies

PERSON SPECIFICATION

- Significant experience of outdoor/ non-traditional venue management including managing site/event staff and multiple event contractors
- Experience of overseeing sites which include temporary electrical power, portable toilets, and temporary structures
- Ability to make timely decisions, identify and resolve problems effectively
- Flexible approach to working hours, comfortable with day, evening, weekend and bank holiday working hours
- IOSHH Managing Safety qualification
- First Aid at Work certificate
- Excellent organisation skills, with the ability to balance and prioritise a diverse workload



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- Competent across IT and software, including a strong working knowledge of Microsoft Office, and willingness to learn other software programmes
- An effective communicator, able to build and maintain relationships with colleagues, agencies, and partner
- Attributes of diplomacy, confidentiality, trust and respect for colleagues and partners
- To be based in, or within commuting distance of Coventry

GENERAL

Coventry is one of the most diverse cities in the UK and we want our Team to reflect that diversity. We value the benefits of a diversity of life experiences, cultural and social knowledge and are particularly keen to hear from candidates from currently under-represented groups, including those with disabilities.

We are looking to build a team of people from a range of backgrounds and range of experiences. We can provide mentoring and training/support to less experienced candidates. Training and talent development within the Trust team and within the wider sector is central to our approach. All postholders are expected to participate in training and development activity and to contribute time and expertise to supporting our training programmes on site and occasionally off site.

We are committed to being an Equal Opportunities Employer for all roles and contracts; we welcome applications from all suitably qualified persons regardless of their race, gender, disability, culture, religion/belief, sexual orientation, or age. If you are unsure about applying, please talk with us about any concerns you might have.

The Trust will undertake to meet reasonable adjustments as required and will support with making specific access requirements requests via [Access To Work](#).

This list of responsibilities is not exhaustive and team members will be required to perform duties outside of this as operationally required.

PROCESS

Please submit an up-to-date CV and letter (maximum 2 pages) addressing your interest and suitability for the post with particular reference to the person specifications.

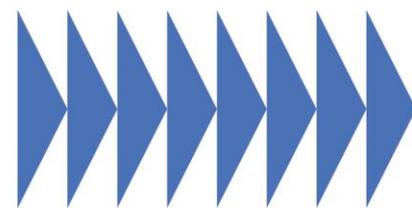
Alternatively, you can provide an audio or video submission.

As part of this process, please share with HR and Team Development any support and access requirements. We will provide assistance during the application and interview phase, as required.

Please note: If selected for interview, this is likely to take place online via Zoom. We will work with you to ensure any inclusion requirements are met. If you require additional assistance during any stage of this process, including interview, please let us know.



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Coventry City of Culture Trust is committed to equal opportunities and will treat all applications fairly based on written submissions, please complete the anonymous equal opportunities form available at www.coventry2021.co.uk/jobs

Applications should be sent to recruitment@coventry2021.co.uk

TIMETABLE

Advertised: Thursday 29th April 2021

Deadline for submissions: Thursday 13th May 2021, 12noon

Interviews: w/c 17th May 2021

Rate of Pay: £17.50 per hour

TERMS AND CONDITIONS

- This is a fixed term post until the end of August 2021
- Exact working hours are subject to the final schedule, but it is expected that working hours throughout June – August will be between 9am – 11pm Tuesday – Sunday Working a total of 40 hours per week. In addition, there will be up to 10 days required throughout May - June for induction, planning and install days as required
- Paid monthly in arrears on submission of a timesheet
- Pension auto-enrolment is applicable and employer contributions are currently 3%. The Trust's appointed pension provider is NEST. Further details are available
- Trust full time holiday entitlement is 33 days per annum including public holidays. For this fixed term contract holidays will be calculated on a pro rata basis. This will be based on hours worked. Any accrued and unused holiday will be paid at the end of the contract. Holiday must be taken at a time to suit all colleagues
- Main place of work is the exhibition site at London Road Cemetery, Coventry.
- Given current government guidelines, homeworking may also be required at times.
- The successful candidates will be welcomed into the Trust and supported through an induction and training process
- Owing to the short-term nature of this position, there is no probation period
- The notice period for this position is one week
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK for duration of the contract.
- The candidate's contract of employment with the Trust does not come into force until the first day of work.

For more information about the Coventry 10-year Cultural Strategy visit www.covculture.com and for more information about Coventry UK City of Culture 2021 visit www.coventry2021.co.uk



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