Coventry City of Culture Trust
Production Coordinator
Reports to Head of Production

Role: Production Coordinator
Reports to Head of Production

Salary: £20,000 - £25,000 gross pa dependent on experience

Context

Coventry City of Culture Trust was set up in 2015 to bid to be UK City of Culture in 2021. Now that we have been successful in securing the prestigious title, we are recruiting the team ready to deliver an amazing build-up programme, an ambitious UK City of Culture year in 2021 and legacy.

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
- 80% of the city’s residents experiencing at least three events in 2021
- 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

Job Description

We are looking for a Production Coordinator to support the day to day administration of the Production Department for Coventry City of Culture Trust.

This team member will work closely with the Head of Production, based predominantly in Coventry city centre offices, ensuring that methods of working are followed accurately across the Programme Team, undertaking research for project development and supporting the administration of event management systems and collection of data crucial for monitoring and evaluation.

Main Responsibilities

- Support administration of production processes and event management systems
- Administration and organisation of contracts, licences and certifications
- Supporting efficient use of project management software across the Programme team
- Support the Head of Production in ensuring that safeguarding, access and sustainability processes are followed by the Programme team
- Ensure strong communication and smooth working processes across the production team
- Ensure project contacts are accurately and regularly inputted into the CRM system
- Lead on administration of the Trust’s supplier’s database
• Support the Monitoring & Evaluation and Programme teams in collecting data for reporting, particularly with regards to the Trust’s sustainability and access policies

• Work with Head of Production to monitor delivery timelines and update on areas of risk

• Support the Head of Production with project research

• Support the Head of Production with booking/hiring of venues

• Lead on administration of the Trust's production equipment inventory

• To commit to and promote the Trust's sustainability and access policies

• To actively engage with the organisation’s vision and policies regarding equal opportunities and diversity, health and safety, evaluation and monitoring, supported by the Head of Production

• To be aware of and undertake to comply with the Trusts GDPR, Health and Safety and Diversity and Equality Policies

**Person Specification**

• A proven understanding of working in both traditional and temporary cultural event spaces, particularly from a production and/or administrative perspective, including indoor and outdoor events

• Excellent organisation skills, with the ability to balance and prioritise a diverse workload

• Excellent administration skills with strong attention to detail

• Experience in overseeing small to mid-scale budgets

• An awareness of health and safety processes in event management

• Strong working knowledge of Microsoft Office and Teams and willingness to learn other software tools

• Good understanding of the principles of safeguarding and health and wellbeing in the workplace

• Be a strong communicator

• Attributes of diplomacy, confidentiality, trust and respect for colleagues and partners

• To be based in or be willing to move to within commuting distance of Coventry

**General**

We aim to reflect all the city’s communities in our workforce and as such candidates from currently under-represented groups, including those with disabilities, are especially encouraged to apply.

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.

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 up to a 2-page letter plus an up to date CV addressing your interest and suitability for the post with particular reference to the personal specifications.

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

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

Juliet Colley
Coventry City of Culture Trust
Herbert Museum & Art Gallery
Jordan Well
Coventry
CV1 5QP

Timetable

Advertised – Friday 11 October
Deadline for submissions – 9am Monday 4 November
Interviews – Monday 18 November

Terms and conditions

- This is a fixed term post until March 2022
- The post is working 39 hours (excluding 30 minute/1-hour lunch) per week Monday – Friday at hours to be agreed between 9am and 6pm with frequent evening work to see shows and events. Flexible working may be agreed
- The salary is paid monthly in arrears.
- If asked to work additional hours at the weekend, Time Off In Lieu will be given if approved in advance with the Line Manager
- Pension auto-enrolment is applicable and employer contributions are currently 3%. The Trust’s appointed pension provider is NEST. Further details are available
- Holiday 33 days per annum including public holidays. Holiday must be taken at a time to suit all colleagues.
- Main place of work is the Trust’s Office with frequent attendance at meetings offsite
- There is a probation period of three months during which time the notice period is one week; on confirmation of appointment the notice period is one month
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK
- 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