

## **Job Profile – Events Operations Officer**

**Job Title: Events Operations Officer**

**Job Grade: L3 Zone 1**

**Salary Range: £36,141 - £40,817**

### **About Camden**

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

Camden's cultural sector is world class – from cultural producers to performance spaces and grassroots venues. Our cultural offer is one of the defining characteristics of Camden. Pre-pandemic, Camden had the sixth largest Evening and Night Time Economy (ENTE) in the UK, with an annual turnover of £955.9m. This was supported by over 7000 businesses and 100,000 people working within an ENTE setting. The borough is home to national and international cultural institutions, cultural and creative businesses, arts and cultural organizations and groups, Arts Council National Portfolio funded clients. Culture and creativity are at the heart of Camden's identity. Here you will find artists, organisations and institutions who push boundaries, creators and makers who shape the national and international conversation. Arts and cultural groups and organisations focussing on grass roots and community participation. We have a sector that is thriving and innovating.

The Camden Event Service sits within the newly created Culture Service which brings together the existing arts and events team. The service is responsible for event management of community festivals and civic events, including licencing, health and safety, managing the film office and generating income through venue hire, outdoor spaces and public realm activations.

### **About the role**

We are seeking an experienced, competent, Operations Officer with substantial experience to work in our Events, Culture service which has a wide range of clients and partners (Council, Community and Corporate) and to support the ambitions of the team and service.

### **You will work with the Events Team to:**

- Manage the production requirements of contracted events
- Develop and manage rotas' for transportation of goods from store rooms to contracted venues and locations
- Oversee inventory of all the event service stored goods which includes furniture, hospitality items, décor, props, plants, audio and visual equipment

- Cleaning and upkeep of all event inventory; cleaning of venues relating to event delivery; set up of rooms and moving of furniture; security of venues (key holding responsibility)
- Ordering of materials and advising on new stock required relating to programme of events; positive and reliable communication with Events officers
- Undertake minor maintenance tasks and small scale repairs and ensure that all technical equipment such as event service PA or lighting etc are in full working order before an event takes place
- Work in multiple venues, for our indoor portfolio of Venues but also for our Parks and Open spaces and untraditional spaces.

### **About you**

- Excellent organisational, logistics and management skills with attention to detail
- Ability to work to deadlines and keep calm under pressure
- Experience in manual lifting and health and safety and event set up and derig logistics
- Maintain a full understanding of security issues on the Council venue portfolio and additional venue locations utilised for delivery of events which may include locking and unlocking of buildings and understanding of alarm protocol
- To have or working towards gaining Health and Safety qualifications such as IOSH
- To have or working towards a First Aider certificate
- A clean driving license and the ability to drive is desirable

### **Work Environment:**

Office Based at 5 Pancras Square, any location in borough, with the flexibility of home working. The role will involve anti-social hours and contractual hours spread over 7 days

### **People Management Responsibilities:**

N/A

### **Relationships:**

You will report to the Events and Hospitality Officer and will have strong collaborative relationships with across the events service and cross council directorates

### **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

### **Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

### **Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

### **Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

### **Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,