

Job Profile Events and Partnership Officer

Job Title: Events and partnership Officer

Job Grade: Level 4 Zone 1

Salary Range: £44,579 (FTC 18 months)

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 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.

The role requires the post holder to work with both community and corporate clients. You'll be responsible for managing relationships with clients to facilitate their hire of indoor and outdoor spaces, marketing the range of spaces/venues, financial administration, as well as occasional supervision and duty management of events. These responsibilities will involve working anti-social hours and contractual hours spread over 7 days where needed.

About the role

We are seeking an experienced, proactive Events and Partnerships Officer with substantial experience of generating income and working with a wide range of clients and partners (Council, Community and Corporate). The role is positioned in our Events, Culture service and will actively support the ambitions and profile of the service in the borough.

You will work with the Events and Major Projects Manager and wider Culture Service to:

- Lead on the commercialisation of our indoor and outdoor portfolio, to drive revenue generation
- To seek, secure and manage multiple innovative partnerships with relevant third-party brands and organisations, which generate sponsorship and social value opportunities
- Work with the Events and Major Projects Manager and Event Officers to develop and deliver a sales strategy, e.g. conduct show-rounds, upselling services and income tracking/data reports, as well as on other joint collaborations and initiatives
- Ensure that the internal Essentials information and venue hires page on the Love Camden website is kept up to date and relevant, as well as manage any third-party marketing platforms and develop new marketing campaigns/materials to promote commercial hire
- Work with the Arts and Events teams and colleagues to create presentations/pitches to a range of stakeholders, aimed at securing opportunities that deliver earned impact, and broader and deeper engagement for the community
- Manage budgets (including processing invoices and raising purchase orders) and actively work towards meeting income targets set by the Head of Culture and the Events and Major Projects Manager
- Lead on the operational delivery of events involving your partners/clients, and well as support the wider events team with delivery of internal and external events, and occasional supervision and duty management of other events across the Culture service portfolio.

About you

- You will be commercially astute, recognising opportunities for the Culture Service and wider Camden council, and have experience negotiating contracts with a range of clients, partners and external stakeholders.
- You will have experience of communications strategies; campaigns, platforms and networks and exceptional communication skills
- You will have proven experience of working within the commercial venue hire events industry and achieving sales targets
- You will understand the unique position of service in their dual prioritisation of both income generation and cross departmental working on the direct delivery of key projects, community festivals, venue management, and animating libraries with cultural events.
- You will have a can-do attitude and be able to work effectively on your own initiative and as part of a team, supporting the services' delivery and the council's wider aims.
- You will motivate event service colleagues and ensure the implementation of operational procedures, and clear standards of practice.

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 Events and Major Projects Manager and have a strong working relationship with the Head Of Service and wider Culture team. You will have strong collaborative relationships with: cross council directorates, registrars, elections, creative businesses and enterprise, business improvement districts contractors and suppliers.

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). 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 or post to 5 Pancras Square, London, N1C 4AG,