

## Job Description

# Awards & Events Coordinator



### Contract type

Permanent (35 hours per week). All roles are open to job share, agile and flexible working. Start date January 2025.

Usual hours will be 10am until 6pm weekdays. Some evening and weekend work may be required as necessary. Appropriate technology will be provided.



### Salary Band

Band E: £26,000 - £32,000 FTE (dependent on experience).



### Annual leave

Annual leave for a full-time role is 25 days rising to 27 days after 5 years.



### Who we are. What we do.

Society of London Theatre and UK Theatre are the Membership Organisation for London and UK Theatre Producers, Managers, Owners and Operators.

Society of London Theatre runs Theatre Tokens, Official London Theatre, TKTS and the Olivier Awards, and both organisations negotiate collective agreements on behalf of the theatre sector.

Both organisations share senior staff and have recently conducted a strategic review where they have agreed to a joint vision and mission.



**Our Vision** - the world we want to see - is a **dynamic, sustainable and world class theatre sector.**



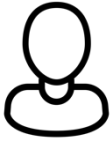
**Our Mission** - what we do as an organisation - is to **champion theatre and support our members to thrive.**

We operate under **3 joint priority focus areas** that allows us to deliver on our vision and mission:

- A growing, engaged and united **membership**, including a skilled, diverse and productive workforce for now and the future
- To inspire, attract, retain and diversify theatre **audiences**
- **Advocate** to support growth across the sector.

#### Our Diversity, Equity and Inclusion policy

We are committed to putting diversity, equity and inclusion at the heart of everything we do. We do this through recruiting from the widest spectrum of channels, constantly reviewing our policies and procedures to ensure they are fit for purpose and giving all our staff a voice. Our mission to produce a skilled, diverse and productive workforce for now and the future is crucial to our success as an organisation.

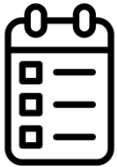


## Role Description

### Brief summary of the role

This role is part of the **Awards and Events Team** in the organisation's **Audience and Commercial Team**. You will support, and work closely with, the Awards General Manager and Awards & Events Associate to help deliver the diverse **SOLT & UK Theatre** awards and events programme including the **Olivier Awards, West End Live, Theatre Conference, Kids Week activities, UK Theatre Awards** and the **Mastercard Priceless programme** of theatre events. You will also be required to support other branches of the Audience and Commercial Team to help deliver excellent services to the **SOLT & UK Theatre** membership, collaborating closely internally and also with external creatives and contractors.

This role would suit an individual who is looking to gain more experience and responsibility in the delivery of high-profile events.



## Key Responsibilities and Accountabilities.

Working relationships with team members on projects and with other members of staff where appropriate within the organisation.

### Your key responsibilities and accountabilities are:

- To assist in organising meetings, creating agendas and circulating action points.
- To assist in planning and delivery of the **Olivier Awards** and **UK Theatre Awards** ceremonies.
- To coordinate all bookings for the **Olivier Awards** panels (including the Theatre, Affiliate Theatre, Dance, Opera and Family panels).
- To assist with the delivery of the **Olivier Awards** Launch Event, Nominees' Celebration and Awards After Party.
- To help coordinate all **Olivier Awards** performing companies to ensure all needs and requirements are met during rehearsals and managed over the awards weekend.
- To coordinate the production, sale and distribution of any additional **Olivier Award** statues and Producers' Awards.
- To assist in the delivery of the **Mastercard Priceless** theatre events programme.
- To assist in the planning and delivery of **West End Live**.
- To assist in the planning and delivery of the **Theatre Conference**.
- To lead on the delivery of the activities surrounding the **Kids Week** campaign.
- To maintain clear records and filing systems throughout the year for all Awards and Events information and assets.
- Tracking and physically moving any event stock or assets as necessary.
- On-going general administration as necessary.
- To assist the wider **Audience and Commercial Team** as appropriate, in the delivery of excellent services to our members.



## Directorate/Department

You will be assigned to the Audience and Commercial Team (ACT).

### Reporting to:

Awards General Manager



## Technical knowledge and skills required

As an **Awards and Events Coordinator** you will be supporting the **Audience and Commercial Team** in various tasks. Here are some common technical skills and knowledge areas your role demands:

### Essential

- Experience in assisting on the delivery of large-scale events and/or theatre productions.
- Skilled multi-tasker with the ability to work quickly and accurately to tight deadlines.
- Experience in diary management and an understanding of the requirements of interacting with external stakeholders.
- Excellent communication skills with a high level of attention to detail.
- Confident user of Microsoft Office (including SharePoint, Word, Excel, PowerPoint), Google Workspace (Drive, Sheets and Forms) and Dropbox.
- Good numeracy skills, including tracking payments and budgetary aspects.
- A proactive, self-motivated and flexible approach to work.
- The ability to work as part of a team and support others.
- A positive outlook with a willingness to solve problems.
- Be able to show initiative and resilience when dealing with change.
- Able to carry out work under pressure and maintain good humour and diplomacy.
- A willingness to work evenings and at weekends when necessary.

### Desirable

- A knowledge of current West End theatre, productions and producers.
- Stage Management or Company Management experience.



## Competencies for this role

Here are the key competencies for this role:

### Impact

- You will support the delivery of activities and projects to the highest possible standards, supporting the delivery of KPIs and targets and ensuring that you feed into evaluations and progress updates.
- You will support the delivery of cross organisational projects and activities. You will share your experiences to support the development of business and organisational plans.
- You have a collegiate approach with coordinator colleagues, ensuring excellent administrative support across the organisation.

### Communication

- You manage positive day to day relationships with stakeholders and members.

### Innovation

- With support, you look at how you can bring innovation and help solve problems in your work.

### Knowledge

- You have good experience for the role and are looking to develop this further.

### Culture

- Be part of a culture of transparency, equality, diversity and inclusion, fairness and personal development for all staff.
- Work with your line manager to ensure that your personal development plan is delivered and completed.
- A team player, willing to grab hold of opportunities and support the priorities of others when needed.

## How to apply

To apply for this role please email your CV and a cover letter outlining the qualities/skills/experience and knowledge you will bring to the role, including in the email subject line **Awards and Events Administrator, Society of London Theatre** to [jobs@soltukt.co.uk](mailto:jobs@soltukt.co.uk).

**Closing Date for Applications:** 10am on **Wednesday 20 November 2024**. There is a rolling deadline for this vacancy. Applications will be screened as and when received.

We welcome applications from all and are open to discussing access requirements. If you would like to discuss any access needs during your application or, if you are selected for interview, at the interview stage, please email us at [jobs@soltukt.co.uk](mailto:jobs@soltukt.co.uk) and the HR team will get in touch with you.