

Events Coordinator for Elizabeth Gaskell House & The Pankhurst Centre

Location: Elizabeth Gaskell's House, 84 Plymouth Grove, Manchester, M13 9LW

Hours: 3 days a week (Core days – Wednesday & Thursday) – must be able to work evenings and weekends as required for events.

Salary: £12,000 pa

Term: Fixed term until **31 July 2018**

Reporting to: EGH House Manager

Purpose of Job

To coordinate and lead on key events for Elizabeth Gaskell's House (EGH) and The Pankhurst Centre (PC)

Main Duties

- Coordinate, plan and deliver key events for both venues including;
 - Family events during school holidays at EGH
 - International Women's Day (both sites)
 - 16 Days of Action for PC
 - Manchester Day for PC
 - Vote 100 Anniversary Events
 - Heritage Open Days (both sites)
 - EGH Lecture series and workshops
- Produce marketing messages to promote events
- Update content on both EGH and PC websites and social media platforms to promote the events
- Set up ticketing and box office processes for events
- Work with Managers at EGH and PC on additional marketing support when required
- Commission external parties (E.g. academics, authors, artists) when relevant
- Duty management responsibilities for events at both venues and external locations which may also include cash handling and key holder responsibilities.
- Coordinate joint group tours and events at both venues
- Work within specified budgets and to income targets when required.
- Evaluate, analyse and report on visitor numbers, impact and expenditure/income for events.
- Other duties as required including providing additional support for exhibition launches and marketing at both venues.

Essential Skills

- Event management experience
- Able to manage teams of people to deliver high quality events and activities
- Experience of working with volunteers
- Experience of appointing and managing external suppliers.
- Excellent time management and organisational skills, and able to work to deadlines
- Effective communication skills – written and verbal
- Practical and hands-on approach to work
- Strong attention to detail
- Flexible and able to work on own initiative
- Computer literate
- Able to build and maintain relationships with people from different backgrounds and abilities.
- Experience of using social media platforms and other marketing channels to promote events.
- Able to manage budgets effectively

Desirable

- Event management qualification and/or training
- Experience of working within a heritage venue
- Sales and marketing experience

Please send a covering letter and copy of you CV by 29 September 2017 to;

sally@elizabethgaskellhouse.co.uk

or post to

Sally Jastrzebski-Lloyd
Elizabeth Gaskell's House
84 Plymouth Grove
Manchester
M13 9LW