



HIRES AND EVENTS COORDINATOR (MATERNITY COVER)

We're [STREATHAM SPACE PROJECT](#) a charity and multi-arts centre that brings collective joy to the doorstep of our neighbourhood.

Our mission is to:

1. Celebrate our community and their stories through creative events

We provide a varied and affordable programme, over a series of festivals throughout the year, that allows cultural exchange and brings people together.

2. Embolden young people through access to creative opportunities

As a local arts centre, we provide accessible cultural experiences and opportunities for young people in our area.

3. To be a playground and laboratory for emerging creatives to take risks

We support freelance creatives - particularly those who have traditionally been excluded from the arts – in developing their careers and bringing their work to our own local audiences, as well as audiences across the UK.

Our high-quality and affordable cultural and creative events bring people together and reflect the vibrant cultural diversity, identities and experiences of the people and communities in our area. We wholeheartedly believe in the importance and power of the arts in people's lives.

We're also a venue for people from our neighbourhood to hire – we're proud to host brilliant parties, baby showers and weddings, alongside product launches, networking events, fundraisers and podcast recordings.

Our public programme is made up of a series of themed festivals and outreach projects across the year, developed in conversation with our artists, charity partners and community members. The 24/25 programme includes: **Assemble Festival**, a 2-week theatre and performance festival in May 2024 exploring the innate need for humans to gather, in rage and optimism, when facing the complexities and uncertainties of our world. **Neighbourhood Days**, a series of free-to-access community events with storytelling and arts and crafts for children, and performances from local artists. The **South London Previews Festival**, a selection of comedy and theatre heading to the Edinburgh Fringe and beyond. Last but not least, **affordable half-term activities**, including theatre and cultural events for children from ages 0 – 12.

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JOB DESCRIPTION

Role:	Hires and Events Coordinator (Maternity Cover)
Salary:	£27,400 - £28,500
Contract:	Maternity Cover Role 12 months August '24 – July '25
Hours:	40 hours per week
Location:	In-Venue @ Streatham Space Project, Streatham Hill, south London
Responsible to:	Executive Director
Holiday entitlement:	25 days per year + public holidays

The deadline is 13th June 2024, 10am.

Interviews are planned for week commencing 24th June 2024.

Job Description

Streatham Space Project's programme is made up of an eclectic mix of venue hires, public performances, creatives rehearsing or filming in our spaces, collaborations with other charities and outreach projects.

As Hires and Events Coordinator, you will work with all event partners – venue hirers, artists, and promoters. You'll be responsible for leading hires sales, meeting hirers, contracting and arranging their events. You'll also work with artists and promoters to ensure the venue's marketing and technical production meet their needs, and issue settlements after their visit.

We're looking for a positive, well-organised person who can pick things up quickly and has an eye for detail. You should enjoy working on an eclectic range of events with people from lots of different backgrounds.

In a typical week, you might meet event hirers and quote them for hiring the space, issue ticket settlements, schedule and issue contracts for new events, create and implement strategies for increasing event hires and meet with marketing and technical staff to ensure that everything is coordinated for upcoming events.

Don't worry if you don't have experience in all the areas mentioned, we'll train you up in anything that you don't have as much practice in.

We encourage everyone on the Streatham Space Project team to get involved, see shows when possible (free tickets of course!) and to get to know our neighbourhood, artists and Board of Trustees.



We are actively seeking candidates who reflect the wide range of cultures and experiences in Streatham, and we're keen to hear from applicants who live locally or have a connection to the local area. We are a small team - across our office and delivery team we are currently 12% African heritage, 6% Caribbean heritage, 12% East Asian heritage, 6% Latin American heritage, 18% Multi Racial heritage, and 53% white British/European heritages; 47% LGBTQIA+; and 94% female. We are governed by a non-executive board of charity trustees who are 29% African heritage, 71% LGBTQIA+, and 55% female. We recognise that our board are not as diverse as our staff or the artists and audiences we welcome, but we are committed to becoming more diverse as an organisation.

We actively encourage applications from people currently under-represented in the creative industries, including people of African or Caribbean, Latinx, South Asian, East Asian, Middle East and North African heritages, and those from across our global communities; LGBTQIA+ candidates; people from working class backgrounds; and those who often face barriers to opportunity due to mental health issues, neurodiversity and disability.

Where possible we will make reasonable adjustments to the role for those with individual access requirements. If you have any access needs to do with your application, please email info@streathamspaceproject.co.uk or call us on 020 3941 7601, and we'll be on hand to support.

Key Responsibilities:

Hires

- Creating and implementing strategies to increase Event Hires, working to ambitious sales targets
- Managing Event Hires, including quoting, scheduling, contracting and invoicing
- Collating information on enquiries and completed sales, and feeding back to the marketing team to help drive future sales
- Following up with previous hirers to get feedback and encourage repeat booking
- Reaching out directly to prospective hirers
- Contributing to marketing hires and sales strategy
- Monitor success against targets and contributing to the financial analysis of the hire events

Programme

- Working with artists and promoters to schedule and issue contracts
- Responding to artists enquiries
- Coordinate with the Technical Manager and ensuring they have the relevant information from the artist to deliver their event
- Issuing ticket settlements
- Issuing statements on music used in live performances for music licencing organisation - PPL PRS
- Contributing to the financial analysis of the programme
- Attend programming meetings and work on strategies with Marketing Coordinator
- Where required, actively event managing certain events including occasional evening and weekend work

General

- Attending events in the venue to represent the organisation as appropriate
- Liaising with the Venue Manager on staffing events
- Monitor noise complaints and work with the Technical Manager to ensure we are operating within our limits
- Monitoring a general enquires email inbox and responding or forwarding as required
- Ensuring that events comply with the terms of SSP's lease and licence
- Collaborating with the team on upholding venue safety at all times including appropriate safeguarding measures and contribution to Risk Assessments
- Be part of the daytime Duty Manager rota

Person Specification

We are looking for someone who has done a combination of some of the below, in any capacity, including voluntary or education:

- Been responsible for raising income
- Worked with a wide range of artists or promoters
- Managed a budget
- Has sales experience
- Written contracts
- Organised events that required music or theatre technicians
- Organised live music, theatre, comedy, dance or visual art events

We are interested in hearing from people with transferable skills who have great potential and can pick things up quickly. Often, qualities are just as important as experience and we are interested in someone who has:

- Excellent communication skills - online, on the phone and in person
- Effective time management, organisational and administrative skills
- The ability to solve problems independently
- Hands on and flexible approach with a 'Can-do' attitude
- An ability to develop their own skills independently, as well as with support
- High level of accuracy and ability to proof own work
- Enthusiasm about the arts and creativity, particularly in a community arts centre

Please note: it is not an expectation that you went to university to apply for this role. We're interested in hearing from people with a wide range of experiences.

HOW TO APPLY:

Please [CLICK HERE](#) for an online application form where you will be asked to upload a full CV together with a short statement, video or voice note on your vision for SSP.

Please keep videos or voice notes to 2.5 mins max or letters to 300 words max

The deadline is 13th June 2024, 10am.

Interviews are planned for week commencing 24th June 2024.

If you would like to request further information about the organisation or to arrange an informal phone call about the role, please contact info@streathamspacproject.co.uk

