



## **Job description: Maternity Cover Venue Hire & Event Planner**

Bishopsgate Institute is looking for a Full-Time Venue Hire & Event Planner on a permanent basis.

The role's normal duties are set out in this Job Description which is non-contractual and may be changed and / or amended by The Bishopsgate Foundation from time to time. You may be required to undertake various other duties appropriate to the salary grade and nature of the job.

### **Role description:**

**Date of last review:** 28 October 2021

**Job Title:** Venue Hire & Event Planner (maternity cover)

**Contract:** Fixed-term for 12 months from February 2022

**Grade:** Officer

**Salary band:** Circa £26k

**Hours:** 35 hours over 5 days - the role requires you to be available to work any day or evening over the 7-day period, as specified by the Foundation.

**Reporting to:** Venue Hire & Event Planning Manager

### **Overview:**

This is a 12-month maternity cover role.

You will join us as an experienced Venue Hire & Event Planner, to help develop the venue hire and events offer for a broad range of clients and stakeholders, internal and external. You will plan, coordinate, and administer a broad range of events happening across Bishopsgate Institute, including conferencing and commercial hire clients, rehearsals, filming and events in our own public programme. It is essential that you are excited by the

Institute's own offer and programme as you will be working to deliver it, as well as commercial hires.

You will support the Venue Hire and Events Planning Manager and the senior team to achieve Bishopsgate Institute's venue hire strategic objectives as part of the overall business objectives.

This is an exciting time to join us, as we are fully reopening our beautiful Grade II\* listed building after a period of reduced activity due to the Covid-19 pandemic. We have had to adapt over the last 18 months, and with much of our traditional venue hire business being affected, the team has focused on bolstering our filming and rehearsal offer as well as continuing to support NHS Blood & Transplant services. Similarly, the Institute's artistic and learning programme is currently recovering following the Covid-19 pandemic, with some courses, classes and events remaining online. Rebuilding the venue hire and commercial business, including increasing income generation and diversifying our client base is a current priority to achieve financial stability and sustainability for the Institute. The Venue Hire & Events Planner will play a key role in helping Bishopsgate Institute achieve this objective.

The plan to diversify the venue hire client base includes building upon existing relationships with rehearsals, filming location and exam clients whilst also taking the opportunity to become a venue known for memorable bespoke celebrations. This plan will be sustainable and co-exist with our own charitable programme. We intend to have our spaces as full and active as possible.

You will be a detail-focused, logistical thinker and thrive when planning and delivering a wide range of events. Adaptability is key in the current climate, as is an ability to communicate effectively to a variety of clients, ensuring excellent customer service at every step of our offer. Our ideal candidate would have commercial hire and event experience within a unique venue with a cultural mission.

### **Role purpose and key objectives:**

To plan, coordinate and administer all events happening across Bishopsgate Institute, to include conferencing and commercial hire clients and events in our own public programme.

To be responsible for the logistical and contractual arrangements and requirements for allocated events in order to ensure that all delivery teams are briefed clearly, the event run smoothly, and the client is highly satisfied. This includes ensuring all Covid safety protocols are confirmed and clearly communicated.

To maintain and develop good client and supplier relationships connected with events, including with internal stakeholders, to analyse trends in enquiries and market offer and ensure excellent customer service.

- An “event” is:** *Any activity happening throughout the premises or associated with Bishopsgate Institute including, but not limited to:*
- Any commercial hire event (such as exam bookings, conferences or corporate meetings)
  - Rehearsals, read-throughs, auditions and other non-public activity
  - Filming and photography shoots
  - The full remit of our learning programme activity (such as language courses, exercise classes, workshops and skills development sessions)
  - Any public event such as theatre and music performances, dance events and festivals, salons and talks, archive launches, Open House and library tours

There are usually two Venue Hire & Events Planners with responsibility for planning and coordinating all events. Whilst there has been a tendency for each of the two roles to focus on different types of events with one focusing on commercial venue hire and the other focusing on public events and learning, both roles are responsible for all types of event. The Venue Hire & Event Planning Assistant supports both Venue Hire & Event Planners, as well as the Venue hire & Event Planning Manager.

**Key relationships:** Venue Hire & Event Planner (one of two)  
Venue Hire & Event Planning Assistant  
Duty Managers  
Operations Manager  
  
Programme Manager  
Performing Arts Programmer  
Learning Programmer  
Special Collections & Archives team

## **Principal duties, tasks and responsibilities:**

### **Enquiries and quotations**

- Assessing the feasibility and appropriateness of enquiries received to hire space at Bishopsgate Institute, taking forward agreed options to the scoping and quotation stage
- Scoping the feasibility of delivering the event, working with Duty Managers and others to ensure all logistical requirements have been considered
- Where we agree to quote in response to a hire enquiry, providing the agreed quotation to parties enquiring to hire the space, ensuring a detailed breakdown of costs including any catering, additional AV or other requirements beyond basic room hire, and specifying access, start and finish and pack-down times for the booking
- Ensuring all enquiries are logged and responded to within 48 hours
- Managing the expectations of those enquiring about space hire, regarding our offer and pricing, as well as our policy on what we cannot accommodate
- Keeping a log of any enquiries we could not accommodate, and undertaking analysis of sources of enquiries, to inform more focused marketing

### **Contracts and invoices**

- Ensuring all agreed bookings are contracted promptly and any additions to a basic hire are explicitly included
- Ensure all hire customers sign the contract and terms and conditions before the event takes place, unless otherwise instructed by a senior manager
- Ensuring correct invoices are raised promptly for all hire bookings
- Ensuring invoices are paid as per the contract, and chasing payment where necessary

- Ensure all contractually-agreed deposits, pre-payments and payments-in-full are confirmed as received before authorising release of keys or access to the building, unless otherwise instructed by a senior manager
- Reporting to the Finance Manager and Assistant Accountant on contracts signed, invoices raised and payments due or overdue

### **Institute programme planning**

- Working with the Programme and Campaigns Managers and their teams, as well as the Special Collections & Archives Manager and team, to explore and plan activity forming part of the Institute's own programme.
- Balancing commercial hire (i.e. income generating) activity with subsidised activity to ensure the institute's programme is prioritised wherever possible, but endeavouring to accommodate lucrative commercial hires wherever possible and within policy. Where potential clashes loom, to alert the in-house team and identify alternative options.
- To ensure all in-house programming is booked into Rendezvous and to prepare function sheets and planning documents as for commercial hires.

### **Event planning**

Responsible for planning the logistical requirements for the delivery of all events taking place across the Institute including, but not limited to:

- Overall accountability to ensure the event planning process meets the expectations of our customers
- Venue booking requirements e.g. room allocation and booking for courses, public events and commercial events, room set-up, equipment and any access needs
- Sourcing external equipment if required from approved suppliers, such as catering, extra security, bar provision, sound and / or lighting, and ensuring that additional cost is approved
- Managing the day-to-day client relationship for event activity planning, where appropriate. This will include venue bookers and their requirements, tutors, cultural event partners and stakeholders, outsourced providers, internal clients and those with a stake in the success of the event
- Liaising with the Operations team to provide any added staff, equipment requirement or additional expertise if needed to support an event; this includes contribution to the weekly Delivery Meeting for Duty Managers, Event Technicians and Front of House staff

- Updating and maintaining any internal records or communication including through IT systems (Rendezvous, Patronbase etc)
- Acting as the main point of contact for advice and support, for any event, or query in advance of the event itself. Ensuring that the day-to-day management is effectively handed over to the Duty Manager
- Taking responsibility for the continuous development, improvement and innovation in event planning as a result of the post-event Duty Manager handover
- Providing information to and working closely with, the Campaigns team to ensure any external messaging, point of sale or website information is correct and up to date for any event activity

### **General requirements of the role:**

- Proactively collaborate with all staff to ensure the best possible levels of seamless service, and quality to our customers
- Contribute to an improved level of organisational engagement through positive role modelling, communication, and behaviour at all times
- Champion and epitomise the Institute's core competency behaviours
- Attend relevant training in order to fulfill the requirements of the job, and undergo supervision and annual reviews
- Comply with and implement all organisational policies and procedures as required
- Work flexibly and responsibly to effectively manage workload, and ensure the provision of a 7-day-per-week service to the public as required
- Dress and present yourself appropriately as the professional needs of the Institute require

This job description covers the current range of duties and will be reviewed from time to time. It is the Institute's aim to reach agreement on changes, but if agreement is not possible, the Institute reserves the right to change this job description.

## **PERSON SPECIFICATION: Venue Hire & Event Planner**

### **1. Specialist Area Requirements – Venue Hire & Event Planner**

- 1.1 Demonstrable track record of success in planning, administering and coordinating events of various scales and levels of complexity, including commercial hire bookings, preferably in a cultural or educational organisation.
- 1.2 Demonstrable ability to assess and secure appropriate income-generating bookings for space, interrogating the initial enquiry with a view to balancing the requirements and policy of the venue organisation with the wishes of the potential client.
- 1.3 Demonstrable ability to prioritise and manage a demanding and complex workload of multiple projects simultaneously with confidence and a positive approach.
- 1.4 Proven experience and knowledge of event planning and procedures including logistical requirements, record keeping, contracting, invoicing and communication needs to support organisation-wide multi-disciplinary event delivery.
- 1.5 Excellent telephone manner and communication skills, including a flair for sales, negotiation and closing a deal, whilst working within set parameters, being able to decline opportunities that do not meet the venue organisation's priorities, where necessary.
- 1.6 Excellent written and verbal presentation skills in English, with a high degree of accuracy.
- 1.7 Understanding and experience in budgeting and financial reporting requirements to support the financial accounting of event-related activity.
- 1.8 A passion for the work and ethos of the Institute, including its special collections and programming.
- 1.9 Experience of working within the hospitality or conferencing sector and an understanding of the specific requirements of this market.
- 1.10 A commitment to continuous development, improvement and innovation in event delivery and customer service.

- 1.11 Appreciation of and experience in operating in a multi-space, Grade II\* cultural venue
- 1.12 Understanding of security and safety issues to protect members of the public, the Institute and its staff.

## **2. Grade Specific Requirements – Applicable to all Officer Level Posts**

- 2.1 Experience of collaborating within and across teams and an understanding and appreciation of the importance of partnership working to support the achievement of the Foundation's vision, mission and strategy.
- 2.2 Ability to manage day to day duties and activities to ensure that tasks are achieved effectively, efficiently and to a high standard of quality.
- 2.3 Experience and awareness of good practice/effective approaches to planning and delivery requirements
- 2.4 Demonstrable skills in working flexibly, trouble shooting and customer service.
- 2.5 Experience of working within the arts and culture sector, including adult education, and/or a visitor attraction or understanding of our role in these arenas and its impact on the different areas of our work.



## Bishopsgate Institute – Competency Framework

At Bishopsgate Institute we use a competency-based approach to staff recruitment, performance review and development. The Framework underpins the culture of the organisation and adds to what we do to enable us to reach our potential both as individuals and as an organisation.

The selection process we use is designed to test each applicant's skills, expertise, knowledge and their ability to demonstrate how they meet the competency framework.

All competencies apply to **all** roles:

<b><u>Performance</u></b>	<b><u>Insight</u></b>	<b><u>Engagement &amp; Inspiring Others</u></b>
<ul style="list-style-type: none"><li>• Accountability</li><li>• Delivering Performance</li><li>• Alignment &amp; Planning</li><li>• Learning &amp; Change</li></ul>	<ul style="list-style-type: none"><li>• Breadth of Perspective</li><li>• Making Effective Judgements</li><li>• Applying Specialist Knowledge</li><li>• Customer &amp; Audience Awareness</li></ul>	<ul style="list-style-type: none"><li>• Working Collaboratively</li><li>• Communicating &amp; Influencing</li><li>• Empowering Leadership</li></ul>

There are different levels within each that apply to each grade or level of role in the organisation:

- Assistants, Administrators, Officers – *all non-management level staff*.
- Line Managers/ Specialists – *all staff that line manage one or more members of staff or are defined in their job role as a 'Specialist'*.
- Senior Managers/Specialists – *the Chief Executive, Heads and Senior Specialists*.

The competencies relate to certain key abilities that we should be able to demonstrate in the way we carry out our jobs. While objectives are concerned with **what** we achieve in terms of tangible results or 'outputs' and 'outcomes', these competencies look more at **how** we carry out our work - for example how much initiative we demonstrate; how well we work with others; how good our communication skills are; how well we organise our work.

Most of the core competencies could relate to a person doing any job of a comparable level/grade, regardless of the particular functional or technical expertise and skill that is required.

Although no-one is expected to demonstrate the competencies that do not apply to their job, staff will need to think laterally and creatively about whether they apply. For example, if your role is to support other staff in the organisation, you may not feel that you directly support the public. However, if you think hard enough you will likely be able to see that by supporting your colleagues in other departments you indirectly do support the public and what you do in that regard is very important.