

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Deputy Events Manager	<b>DEPARTMENT:</b>	Events
<b>REPORTING TO:</b>	Events Manager	<b>LOCATION:</b>	Chelmsford City Racecourse

### **JOB SUMMARY**

Chelmsford City Racecourse, the UK's newest racecourse, is looking for a new Deputy Events Manager to help create world-class events and develop the racecourse into one of the leading entertainment and leisure venues in the UK.

### **WHAT YOU WILL BE DOING**

Working closely with the Events Manager, you will work from concept to delivery, you will understand and assist in delivering the events program in order to provide support to the Events Manager and assume responsibility when the EM is absent.

You will assume the responsibility for specific areas of the operation and perform roles as required on build up to and during event days.

### **KEY ACCOUNTABILITIES**

- Assisting the Events Manager in the planning the annual events program
- Assume responsibility for specific elements of events working to a pre-approved budget and standard
- Accurate planning of load in, break and load out scheduling of infrastructure and staging for events and coordinating this with other departments within the racecourse
- Maintain and service onsite events infrastructure and equipment
- Liaise with the Commercial Team, Catering Team, Accounts Team and Racing Team to provide a 'joined up', first-class experience for customers
- Supervise the safety and security of infrastructure and equipment on the site
- Liaise with production companies and suppliers to ensure safety of workers and provide suitable welfare conditions whilst on site
- Liaise with artists, management or agents to ensure that performance criteria are provided for
- Specify and book additional plant machinery and equipment where required, ensuring site efficiency and adhering to budgets
- Managing aspects of the operation during events to deliver a first-class experience for customers
- Perform the role of Duty Events Manager in the absence of the Events Manager
- Checking and verification of contractors and suppliers insurance, licensing and certification
- Implement methods or systems that can increase productivity, improve efficiency or reduce operating costs
- Support the Commercial Manager and Directors with special projects as required

## **PERSON SPECIFICATION**

### **QUALIFICATIONS**

- Experience in late-night venues, concert halls or events companies

### **EXPERIENCE/SKILLS**

- Proven track record of senior involvement in the planning and delivery of events or productions
- Promoting, marketing and operation of events
- Understanding of technical and production equipment
- Knowledge or qualification in health and safety regulations pertaining to live events, crowd control, stadium management and structures
- Creative flair and the ability to provide solutions to operational challenges
- Good knowledge of music industry artists, sport and the festival industry
- Effective problem solver
- Highly organised and good time management
- Strong numerical skills
- The ability to work to rigid time constraints and under pressure
- Understanding of production equipment
- Critical planning skills

### **PERSONAL CHARACTERISTICS**

- Strong leadership skills
- Ability to multitask
- Flexible/adaptable and calm under pressure
- Personable and friendly disposition

### **ESSENTIALS**

- Full UK driving licence
- Able to work outside normal office hours, including some weekends and public holidays
- High level of spoken English

### **TRAINING AND DEVELOPMENT**

Full training will be given to the post holder to help them fulfil their duties. Great Leighs Estates Limited is committed to promoting an environment of training, learning and continuous professional development for all employees. We recognise that this is essential to providing a high-quality service which meets the needs and expectations of our clients, stakeholders and staff alike.

**HEALTH AND SAFETY**

As an employee of Great Leighs Estates Limited, the post holder has a duty under the Health and Safety at Work Act 1974, to:-

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation.

**DATA PROTECTION**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description.

Name of Post holder .....

Signature .....

Date .....