

Saffron Hall



Recruitment
Pack

Event
Co-ordinator



Welcome

I am delighted that you are interested in applying for a job at Saffron Hall.

Saffron Hall is a unique arts and education charity, in a unique county. Although we are currently based in Saffron Walden and at Saffron Hall, our impact is felt not only across Essex but considerably further afield. Much of what we do has national significance and, as our reputation grows, we are increasingly able to use our voice, to advocate for change within the arts, to a wider audience.

Essex is a great place to live and might be very different from how you imagine it. You will find Essex has a rich heritage, beautiful locations, and lots to offer in terms of arts and culture. We believe Essex is the UK's best-kept secret and is jam-packed with reasons why we believe it's a much better place to live than London or other major cities!

I hope you enjoy reading through the next couple of pages and that you consider applying for this role. Thank you again for your interest.

A handwritten signature in blue ink, appearing to read 'Angela Dixon'.

Angela Dixon
Chief Executive



About Saffron Hall Trust

We are an arts and education charity based at Saffron Hall, bringing exceptional musical performances to local and regional audiences, raising aspirations among young people, and promoting well-being in the community. Saffron Hall, on the site of Saffron Walden County High School campus, lies at the heart of a unique partnership between Saffron Hall Trust and Saffron Academy Trust- a family of schools providing outstanding state education for their communities.

Saffron Hall opened in 2013 with a season of just twelve concerts. Eight years later it boasts a world-class music programme that includes two Resident Orchestras, classical, opera, folk, big band, brass band, swing, jazz, world, and genre-defying music. Dance and spoken word have since been added to the programme. To date, we have presented 449 events and 182 local amateur concerts and sold over 192,000 tickets to more than 42,000 bookers on our database. Since 2015, our schools and community programmes have engaged with over 35,000 participants.

At the heart of our programme is the belief that all are entitled to high-quality performing arts experiences. It is this spirit of equal opportunity that is endlessly appealing to audience members, artists, and participants alike. Some of the world's finest artists regularly appear on stage with young people and amateur performers or take part in our schools and community programmes. From artists such as Nicola Benedetti, Jess Gillam, Kathryn Tickell, and Courtney Pine to ensembles such as Britten Sinfonia, the London Philharmonic Orchestra, the National Youth Jazz Orchestra and Boy Blue Entertainment, they have all become genuinely bound to our community, making the performing arts an integral part of life in our area.

We have assembled a team of experienced, highly motivated, and like-minded people with an ethos that combines a desire to share a passion for the arts with the wider community whilst exploring how this can be achieved in new and innovative ways. We think that what we do is worthwhile, how we do it exceptional and the environment we work in exciting.

Culture as part of a local strategy

As the pandemic recedes, we are advocating a vision for culture to sit at the heart of local recovery strategies. Culture is a powerful tool that can unlock potential in a range of areas, from health, wellbeing and education, to learning and placemaking. The dividends justify not only financial investment in culture, but also making cultural strategy one of the foundations of policy making.



Full Job Details

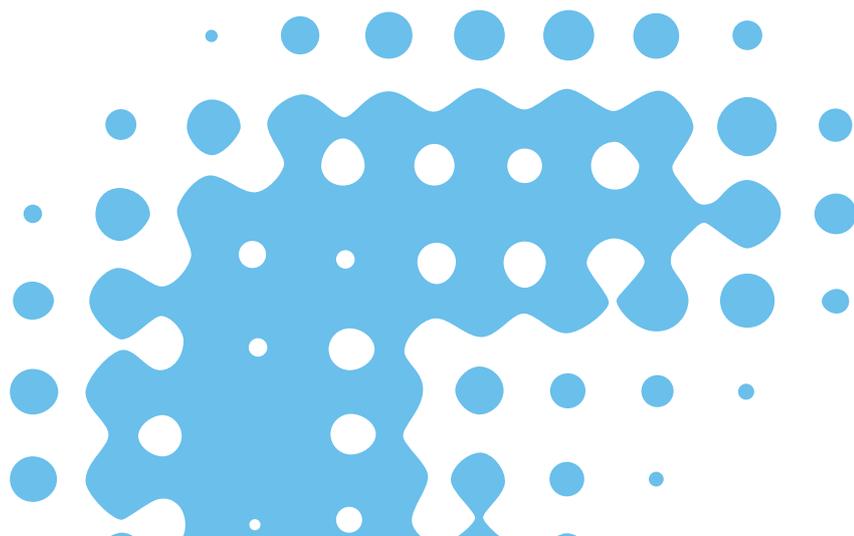
Saffron Hall Recruitment

Job Title:	Event Co-ordinator
Department:	Production Department
Location:	Saffron Walden, Essex
Travel Required:	Some travel may be required
Salary Range:	£22,000 - £24,000
Position Type:	Full Time
HR Contact:	deirdre.hickey@saffronhall.com
Date Posted:	21/09/22
Deadline for application:	07/10/22 (6pm)
Holiday:	28 days a year plus public holidays
Hours:	35 hours a week, evening and weekend working required
DBS Checking:	This appointment will be subject to an enhanced Disclosure and Barring Service check. Saffron Hall Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applications Accepted by:

deirdre.hickey@saffronhall.com

Subject Line: *Event Co-ordinator*



Event Co-ordinator

Saffron Hall
Recruitment

We are looking to recruit a passionate and highly organised Event Co-ordinator to work as part of a growing team to deliver our world-class series of concerts and learning & participation events. This is an important role within Saffron Hall's team and is key in supporting Production, Programming, Marketing, Learning & Participation, Front of House, and the Fundraising team in a developing programme.

You will report to the Senior Production Manager, and your main duties will include but not be limited to:

Job Description:

- Act as an information point between artists, agents, hirers, third parties and internal departments.
- You will be responsible for artists travel, hotels and catering.
- Work on the delivery of the Concert programme and the Learning & Participation programme if required.
- Work with artists and their management to draw up event documents and concert production schedules.
- Produce information packs and resource material to support projects and concerts.
- Work as Concerts Assistant or artist liaison on an agreed number of concerts and projects.
- Ensure that all concert/project staff have the necessary information for concerts and projects in a timely manner.
- Maintain excellent relationships with partner organisations.
- Working with the Technical & Operations Director, ensure that health and safety regulation is complied with and complete risk assessments when required.
- Represent Saffron Hall at external events as required.
- Work with the Learning & Participation Director to ensure that Saffron Hall's safeguarding policy is delivered.
- Provide first aid cover on events and in the office.
- Assist the Senior Production Manager as required.
- Work with the Saffron Hall box office system 'Spektrix'.
- Manage all seat holds for artists.
- Liaise with Marketing & Box Office to ensure correct seats are held off for technical holds and then released if necessary.
- Answer telephone enquiries together with Saffron Hall team.
- Assist the Fundraising team as required.
- Work with the Finance Officer to prepare statements for venue hirers.
- Update and complete event budgets.
- Process invoices.
- Make withholding tax applications as required.
- Assist with quarterly budget updates.
- Assist with general office management such as stationery orders, setting up meetings and taking minutes at meetings as required.

General:

- Understand and support the vision, mission and aims of Saffron Hall Trust (SHT);
- Take appropriate responsibility for records held, created, or used as part of your work for SHT as per the Data Protection Act 1998.
- Practice team working and effective communication with colleagues.
- Act as a representative of SHT and deal with SHT customers, donors, artists, stakeholders and the public in a professional manner at all times.
- Undertake other duties as may be reasonably requested of your post.

Personal Specification:

Essential:

Candidates must have excellent administrative skills, impeccable attention to detail and strong organisational skills. You must have good communication skills (face-to-face, phone and email), excellent team skills, a high standard of written/verbal English and be highly IT literate with the ability to produce spreadsheets in Excel.

Candidates must be willing to work flexible hours and most weekends. With many different projects at the same time, the ability to prioritise and work under pressure, ensuring deadlines are met, is essential.

Candidates should be willing to be trained on bespoke software such as our box office system, Spektrix, and event management software, Yesplan.

Desirable:

A minimum of one year's previous experience in arts and events administration.

A good knowledge of music, including classical.

An ability to touch type and take minutes during meetings.

Our ideal candidate will be articulate, approachable and calm. Flexibility and creativity are advantages in this role as are resourcefulness and determination.

Summary of Terms

A full time, permanent contract is offered.

A salary of £22,000 – 24,000 per annum is envisaged, depending on experience. Following a six-month probation, the notice on each side will be 2 months. There are generous sickness-pay conditions and a pension scheme applicable to your employment.

Activity primarily takes place in Saffron Walden and across the region, with evening and weekend work a core part of the role.

SHT are committed to providing relevant training and encourage the personal and professional development of all employees.

How to Apply

To apply, please send a CV and covering letter to deirdre.hickey@saffronhall.com. The cover letter should address how your experience and skills, professional or otherwise, match the role and personal specification and be no more than 2 sides of A4.

If you would like an informal confidential conversation about this job, please contact Neal.McBride@saffronhall.com

Saffron Hall Trust is an equal opportunities employer. We recruit regardless of race, religion, gender, sexual orientation, age, neurodivergence, or disability status and look to employ from a wide range of backgrounds and experiences. We want to make it possible for everyone to shine during the application process.

If you need any changes to our application process or would like to apply in a short video, or another format, we would be happy to support you and accommodate this. If there are any other changes we could make to accommodate you, please let us know.

The deadline for applications is 07/10/22 (6pm)

1st interviews will be held on 13th Oct and 2nd interviews on 22nd Oct.



Vision, Mission, Values & Aims

VISION

- Music and creativity at the heart of a thriving and connected community

MISSION

- An inclusive Saffron Hall family, uniting people with a range of artistic experiences, through meaningful creative encounters

VALUES We strive to...

- **Be a community.** Our audiences, artists, staff, volunteers and participants of all ages, come together to form a creative community.
- **Ask, listen and respond.** We aim to engage with and understand everyone in our community and respond to their needs and issues in an appropriate and creative way.
- **Work to the best of our ability.** We use our expertise and experience to deliver quality throughout all aspects of our work.
- **Act with fairness.** We commit to being thoughtful in our actions, so that everyone feels welcomed, respected, and valued.

Key aims over the next five years:

1. Develop and diversify Saffron Hall's outstanding, high quality public performing arts programme, ground-breaking learning and participation programme and audiences and participants across all of our programmes
2. Increase opportunities for partnership and collaboration outside of Saffron Hall and Saffron Academy Trust
3. Improve the quality of experience for audiences, artists, and participants
4. Develop the Saffron Hall workforce, including employees, freelance staff, and volunteers, with a particular focus on training, support, welfare, and diversity and contribute to a recruitment drive for staff across all skills in the arts
5. Develop a resilient business plan that promotes our unique sustainable model and build capacity for our growing vision



Working and Living in Essex

As a place to live, Essex is one of those rare places that offers something for everyone. There's rural living in the villages and huge expanses of countryside. You've got towns and suburbs, with the bright lights of London and the dreaming spires of Cambridge within easy reach. And, on top of that, you've got miles of beautiful coastline dotted with seaside resorts.

Pretty much wherever you make your home, you're never far from the coast, the countryside, or an urban centre. If you currently live here, you'll know this already. But if you're considering moving to the county, take a look at some of the biggest attractions in Essex - <https://www.visitessex.com/things-to-do>

We've also collected some handy information on homes and housing - <https://www.movehub.com/uk/moving/essex/>

Here are our top 5 reasons to move to Essex

- 1. QUALITY OF LIFE:** Essex boasts some of the most beautiful landscapes in the country. The County Council owns eight of them and a heritage site, so wherever you are in the county, there will be a green space very close to you.
- 2. CULTURAL LIFE:** As well as our world class concert hall, Saffron Walden boasts a museum, galleries, weekly markets, street food events and community organisations including choirs, orchestra and musical theatre groups.
- 3. ADVENTURES FOR ALL:** Alongside being a fun and vibrant cultural county, the great outdoors is yours to explore in Essex! There is plenty to do for mountain bikers, hikers, sailors, water sports fans.
- 4. FAMILY LIFE:** Essex is a great place to bring up a family, with a variety of different high quality schooling options.
- 5. BEST OF BOTH WORLDS:** Essex is on the capital's doorstep, with a better quality of life and cost of living compared to London. In a quick train ride, you can enjoy a London-centric social life, without the disadvantages of London life.

If you are considering this post and do not currently live in the region and would like to speak to someone about what it's like to live here, please do let us know. We can arrange for you to chat to a member of the team, as we know moving to a new area can be a big step.





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United Kingdom
Registered Charity No. 1153685

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