



Job Description

Job Title: Production and Event Coordinator – Stoller Hall

Responsible To: General Manager

Works closely with: Production, Commercial Events & Front of House & Events Managers

Information about Chetham's

Founded in 1653, Chetham's Foundation is a unique cultural institution and charity in the heart of Manchester combining music, education, and heritage. We are home to three extraordinary places – Chetham's School of Music, Chetham's Library, and The Stoller Hall. We believe in the power of music and creativity to unite people, and we are committed to educating and inspiring new generations of musicians and thinkers.

The School is an independent boarding school for over 300 children aged between 8 and 18, all of whom excel in music. The Library is the oldest public library in the English-speaking world. The Hospital charity owns the buildings in which the School and Library operate. The School also incorporates a world-class concert hall, The Stoller Hall, opened in 2017. Supporting Chetham's in achieving its excellent outcomes are around 350 employees, with a wide variety of roles including academic staff, music tutors, support staff, concert hall staff, boarding staff with an equally wide variety of types of contract including term time, fixed term, permanent, ad hoc. The School and Library also have a number of volunteers and others who have clearance to work on site.

Main Purpose of Role:

The Venue & Event Coordinator supports the delivery of events across Stoller Hall and Chetham's Library. The role provides administrative, logistical and practical assistance to ensure smooth event planning and delivery. Acting as a key liaison point, the postholder gathers and shares required event information and ensures event teams have accurate details in advance.

KEY RESPONSIBILITIES:

Production & Planning:

- Draft and issue standard artist, hire and co-promotion contracts.
- Coordinate advancing of technical, staging, marketing and operational details for events.
- Support coordination of conferences and commercial hires including AV, catering and schedules.
- Maintain accurate event information using Artifax and internal files.
- Liaise with artists, promoters, clients and internal teams in a professional and timely manner.
- Coordinate and respond to event enquires.
- Arrange and deliver site visits when necessary.
- Assist with venue diary management and flag potential clashes.
- Coordinate Walker's Croft parking requests associated with events and for the wider organization.
- Support weekly Operations Meetings by preparing event notes and updates.
- Conduct venue show-rounds and support incoming client enquiries.
- Assist with booking contractors and arranging accommodation.
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Finance & Administration

- Assist with preparation of hire settlements and artist fee calculations.
- Manage the organisation's PRS returns and payments
- Issue hire invoices and track returns.
- Support validation of invoices ahead of payment.
- Assist with staff event cost tracking and general finance admin.

Event Delivery & Front of House

- Act as Duty Manager on a rota basis.
- Provide daytime and evening box office support (in person and phone).
- Support front of house teams during events.

GENERAL RESPONSIBILITIES

- Work collaboratively across teams.
- Uphold organisational values including EDI and sustainability.
- Promote Chetham's positively and professionally.
- Follow organisational policies including safeguarding.
- Undertake training as required.
- Adopt a flexible, proactive, solution-focused approach.

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy, the Staff Code of Conduct, and related documents (available at www.chethams.com) always. If, while carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

I agree that I have read and understood the above job description

Employee's Name

Employee's Signature

Date



Chetham's

Person Specification

Essential

- Experience working in an arts venue, concert hall or similar.
- Experience supporting the delivery of live events.
- Strong attention to detail and organisational skills.
- Confident communication skills.
- Ability to manage multiple deadlines.
- Good IT skills including Artifax/Spektrix or willingness to learn.
- Willingness to work some evenings/weekends.

Desirable

- Experience producing event documentation or briefings.
- Experience working with classical music or artistic programming.
- Experience with corporate/conference events.
- Understanding of how event processes support financial sustainability.