



## Bude-Stratton Town Council

<b>Job Description:</b>	<b>Wedding, Galleries and Events Co-ordinator</b>
<b>Salary:</b>	Scale Points 13 – 18 (currently £17,391 – £18,870 per annum) pro rata
<b>Hours:</b>	26 hours per week including weekend and some evening work
<b>Annual leave:</b>	21 days per annum, rising to 25 days per annum after 5 years' service, + 2 concessionary days + statutory holidays – pro rata
<b>Place of work:</b>	The Castle, Bude or any other location as required
<b>Responsible to:</b>	Castle Manager

### Main tasks:

- To develop and manage a programme of temporary exhibitions in the exhibition gallery liaising with exhibitors
- To deal with enquiries about weddings and civil ceremonies at The Castle
- To deal with bookings and preparations for weddings and civil ceremonies and to act as the first named 'Responsible Person' when a wedding or civil ceremony is due to take place at The Castle
- To liaise with the caretaking staff (or Facilities or Castle Manager) who will assist in preparing the venue for a wedding or civil ceremony
- To facilitate and initiate the marketing and promotion of the Castle as a venue for weddings and civil ceremonies, in liaison with the Promotions, Marketing and Communications Officer
- To facilitate and initiate the marketing and promotion of the Castle galleries and exhibitions, in liaison with the Promotions, Marketing and Communications Officer
- To organise market and promote specific annual/one off events or promotions in which the Town Council may wish to engage – for example (but not limited to) wedding fares, RNLI day and the annual Christmas Fare
- To assist the Heritage Development Officer in the organisation and implementation of events under their remit such as (but not limited to) the annual Heritage Day/Weekend and Commemoration of the Battle of Stamford Hill
- To liaise with all other relevant departments to ensure that bookings for events, galleries and weddings/civil ceremonies do not coincide with other events and bookings
- To liaise with the Promotions, Marketing and Communications Officer with news items and promotional/marketing material for the Council's periodic newsletter
- Ensuring high standards of quality, customer service and health and safety are continuously met
- Management of appropriate budgets and forecasts in conjunction with the RFO
- When requested, preparation of reports for various committees of the Town Council and attendance at Council meetings as and when required, as requested by the Town Clerk, or relevant manager
- To ensure that the building is secured, including the windows, and alarms are set and working before leaving the premises when appropriate

- To undertake other duties of a reasonable nature commensurate with the post
- To undertake training as and when required or requested
- To abide by the Town Council’s policies and staff handbook
- The post holder may be subject to a Disclosure and Barring service (formerly CRB) check

**Please note: This appointment is subject to a 6 month probationary period**

**Person Specification – Wedding, Galleries and Events Co-ordinator**

<b><u>Specification</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
<b><u>Qualifications:</u></b>		
A level education as minimum	X	
Qualification in event planning/project management or similar		X
<b><u>Knowledge and Skills:</u></b>		
Excellent IT skills (minimum Word, Excel, PowerPoint, Outlook)	X	
Excellent communicator – Written and Verbal	X	
Budget keeping/financial management		X
Experience in gallery/art/exhibitions		X
Excellent organisational skills	X	
Previous experience dealing with promotion, marketing and press releases		X
<b><u>Work Experience:</u></b>		
Experience of organising events	X	
Project management		X
Experience of leisure or tourism industry		X
<b><u>Behaviours and characteristics:</u></b>		
Ability to prioritise and plan workload efficiently, with a thorough and meticulous approach	X	
Ability to manage simultaneous projects and to co-ordinate a safe and efficient operating environment	X	
Creative		X
Hold a full current valid driving licence	X	
A ‘service driven’ and ‘can do’ attitude	X	
Ability to work flexible hours including evenings and weekends	X	