



Creative Careers Job Description

Event Production Roles

- **Event Reception Coordinator:** The ideal person(s) will be confident at communicating with various people and stakeholders from different parts of the country. Have previous experience working at events. A great attention to detail, timekeeping and proactiveness to ensure groups are punctual for soundchecks and performance with a welcoming and warm attitude. As well as this, the right individual will provide the correct allocation of tickets, marketing packs and general information about the day (supporting the safety and high-quality production of our events). The individual will need to report to the venue manager, updating them on technical or production issues. Previous experience working at events is desirable.
- **Event Backstage Coordinator:** The ideal person(s) will have great attention to detail, timekeeping and proactiveness to ensure groups are punctual for performance times. Work collaboratively with the backstage teams and venue managers to ensure a smooth-running show schedule. Directing groups to the right section of the venue (including their seating, warmup area / dressing rooms / toilets / lifts for accessibility). Great verbal communicator and confident when speaking to different stakeholders. The individual will need to report to the venue manager, updating them on technical or production issues. Previous experience working at events is desirable.
- **Event Production Assistant:** The ideal person(s) will support the programmes team and have a welcoming and warm attitude. Ability to work collaboratively, remember key information and have the confidence to direct large groups to the right section of the venue (including their seating, warmup area / dressing rooms / toilets / lifts for accessibility). Previous experience is not necessary, but the ideal person(s) must be willing to learn and be proactive.

Social media / Marketing

- **Social Media and Marketing Assistant:** We are seeking candidates with interest and knowledge in creating eye-catching social media posts. You will have good copywriting skills and enjoy creating video and picture content for social media (Facebook, Instagram, TikTok, newsletter). You will need to monitor the MFY and Frequencies social media channels, engagement, and overall activity online. You will be confident in speaking to people, as you will need to share surveys with groups to complete after their performance and provide short interviews for reporting. At the events, you will also be required to work with the wider marketing team to display branding and merchandise such as pull-up banners and bunting.

**Suitable for candidates who have experience in content creation and social media (TikTok, Twitter, Instagram, Facebook). Candidates must be willing to be mentored by the marketing team and deliver a brief with guidance.*

Stage Crew

Working alongside Ev-entz to professionally set up heavy technical and musical equipment such as mics, stands, drum kits, chairs. Assisting with the set-up of lighting, sound, and other equipment before each performance. Coordinating with the production staff / lighting and stage managers to ensure appropriate equipment is on/off stage

at the right time. Attention to detail, and ability to follow safety protocols with professionalism. Assisting performers or those with accessibility needs where necessary.

**Experience of staging events and working with technical equipment is preferred. However, the role is suitable for candidates who would like to gain experience working at major concert venues/ professional events.*