

## **CityCo Manchester**

**Title: Assistant Event Producer x 2**

**Reporting to: Head of Events**

**Contract type: Full Time**

**Salary: £31,000 per annum**

**Application Deadline: Monday 30<sup>th</sup> March**

### **PREVIOUS APPLICANTS NEED NOT APPLY**

#### **Background**

Manchester is the second most visited city in England, attracting 40 million customers to the retail district every year. The city is an international tourist destination and recently featured in the 'Top Travel' lists of the New York Times, Lonely Planet and Conde Nast.

The city centre continues to be the main growth area of Greater Manchester. Hotels continue to be developed in numbers, and Manchester is a leading Business Conference city.

The current city centre population of 60,000 residents is growing. 100,000 students are in the city, with over 50% of graduates now staying in the area post-graduation.

Over the last 10 years there has been a pattern of building new, high-quality office space, new public realm areas, and world class venues.

For example CoOp Live, NOMA, Circle Square, Mayfield Park, St John's, Aviva Studios/Factory International, Deansgate Square and New Jackson.

Every success has a story to tell, and CityCo Manchester is part of the picture.

#### **CityCo Manchester**

CityCo is The Manchester City Centre Management Company. We are a not-for-profit partnership dedicated to supporting the Manchester city centre business community.

Our focus is on keeping the city centre welcoming, thriving and strong. Through our various networks, we bring together over 1500 companies from small independent venues to major investors.

We represent the needs of businesses with public partners such as Manchester City Council, Transport for Greater Manchester, Greater Manchester Police, Marketing Manchester, and many others. We report to a Board of influential business and civic leaders.

CityCo manages Manchester City Centre BID (Business Improvement District) and is a delivery partner of [Manchester Accommodation BID](#).

We also deliver the Manchester Business Crime Reduction Partnership and administer the Manchester Pub and Club Network.

Via our Business Support Services, we provide advice and help around planning operations and projects. We link members and ensure the city's public agencies are aware of what the private sector needs to thrive.

By bringing influential people together and providing expert guidance, our aim is to make the city work for everyone.

## **Business Improvement Districts**

Business Improvement Districts are common in numerous cities and towns in the UK, and beyond. They are business consortiums that pay into a communal funding 'pot' (based on rateable value or a visitor service charge). Monies fund additional services, initiatives and projects that support the vitality of businesses, and the places they operate in.

In Manchester, CityCo has been running the City Centre Business Improvement District since 2013. It is a consortium of c.600+ retailers, leisure, and office operators.

[Manchester City Centre BID](#) delivers Operational and Security services, City Hosts, Additional City Cleaning, City Intel, Training and Briefings and Public Events.

Events are programmed to attract extra day visitors and positive PR for the city centre. The current programme includes annual events [The Manchester Flower Festival](#) and [Halloween in the City \(MCR Monsters\)](#).

CityCo is also a delivery partner for the city's new [Manchester Accommodation BID](#): a consortium of c.80 hotels. The ABID delivers support for hoteliers across similar areas to the retail BID, but also Tourism Marketing, Business Conventions, and public events.

Events are programmed to attract extra staying visitors and positive PR for the city centre. The current programme includes [SCENE](#): Manchester's LGBTQ+ Film & TV Festival and The Super Duper Family Festival.

## **JOB ROLES AVAILABLE**

CityCo is looking for 2 new Assistant Event Producers working across our public events:

### **OUTDOOR FOCUS**

**One role will *predominantly* support the outdoor and large-scale public events programme in Manchester city centre (including The Manchester Flower Festival, Halloween in the City and MCR Student Social in partnership with Manchester Arndale, and more).**

These events attract 1000s of event visitors.

Successful candidates will be able to demonstrate experience of working in similar event environments.

### **INDOOR FOCUS**

**The other role will *predominantly* support a multi-site festival programme (including Super Duper Family Festival, SCENE: Manchester LGBTQ+ Film & TV Festival, and more), that take place across indoor - and some outdoor - venues across Manchester city centre.**

These events attract 1000s of event visitors.

Therefore, experience is required accordingly.

The Assistant Event Producers are part of a wider events team: Head of Events, Senior Producers, Assistant Event Producers. Together, the team delivers the full annual programme.

As well as teamwork you will be expected to work under own initiative across several events simultaneously. As such, you will be proactive, organised, resilient, and able to prioritise tasks effectively.

Similar roles in the events industry might be titled: Junior Producer, Assistant Producer, Project Coordinator, Event Operations, Event Logistics, Site Manager, or equivalent.

## **JOB DESCRIPTION**

Key to the role(s) is the ability to contribute to research, ideation, planning and delivery of a range of exciting events across the year in the heart of city centre.

The events aim to attract local, regional and national event goers and secure positive PR for Manchester as a vibrant visitor destination.

The ambition is to ensure the company's public events are of the highest quality, are aspirational and appealing, attract positive public engagement and set standards in production.

The role(s) will need end-to-end project management to support all aspects of production, programming, organisation, operations, logistics, and on-the-ground delivery as required.

This will include supplier and contractor procurement and management, and on-site assistance.

The role(s) will include collaboration with businesses and organisations across Manchester, so relationship and partnership management experience is desired.

The role(s) will require administration of event processes, documentation, logging, evaluation.

Managing event expenditure and following financial procedures is required.

## **ESSENTIAL EXPERIENCE**

- **3+ years' experience in delivering or being part of a team delivering successful large-scale events in outdoor and indoor public spaces**
- Professional knowledge of event logistics and operations in outdoor and/or indoor event sites
  - Outdoor site logistics across public or green field sites
  - Indoor event experience including talent advancing, artistic liaison, stage management, scheduling
- Professional knowledge of Health & Safety legislation in events
- Event document creation including risk assessments, method statements event management plans, production schedules
- Brilliant organiser, skilled at building effective relationships
- Excellent written, oral and negotiating communication skills
- Problem-solver
- Experience of managing budgets and record keeping.

## **DESIRABLE EXPERIENCE**

- Knowledge of Manchester or ability to quickly develop local operational knowledge
- Established local event industry contacts
- High quality design standards with a keen-eye for aesthetic detail
- Creative thinker, brimming with engaging content ideas
- Experience of developing a cultural events programme
- Recruitment and management of staff and volunteers
- Contract management
- Competent user of Microsoft Office, Canva, ticketing systems such as Skiddle/Event Brite or similar systems or ability to learn these systems
- Comfortable with periods of on-site activity outdoors, such as standing, manual handling, walking for long periods.

## **GENERAL INFORMATION**

The role will be based at [CityCo's Head Office: St George's House, Peter Street, Manchester, M2 3NQ](#) with the opportunity for some work from home days.

During key event times working in the office full time may be required. Working weekends and evenings during event delivery stages is also part of this role.

CityCo benefits include Life Assurance (immediate cover). After the probationary period, benefits will include Private Healthcare, Pension Scheme, Salary Sacrifice for travel, and 27 days annual leave.

CityCo is an equal opportunities employer.