

SOMERSET HOUSE

Role:	Producing Coordinator (Maternity Cover)
Department:	Live Events
Reports to:	Head of Producing
Contract:	12-month fixed-term contract (starting mid-June)
Salary:	£26,000 per annum, plus 8% pension contribution
Working hours:	Hours of work are an average of 37.5 hours per week. Irregular hours may be required, including some work in evenings, at weekends and on public holidays

Summary and aims of role:

The Producing team are responsible for developing and delivering the programme of live events at Somerset House, including large-scale annual projects *Summer Series with American Express*, *Film4 Summer Screen* and *Skate*.

The Producing Coordinator will be responsible for supporting the Producing and Production teams in the successful delivery of these events. This is a largely office-based role providing both administrative and event-based support.

Background to Somerset House:

Somerset House seeks to be an inspirational creative community where contemporary culture is imagined, created and experienced.

For 250 years, Somerset House has played a central role in our society as a place where our culture and collective understanding of the world is shaped and defined.

In 2000, it began its reinvention as a cultural powerhouse for today, advancing a new generation of creative thinkers who are pushing intellectual and creative boundaries and shifting perceptions of our culture. We celebrate our heritage by looking to the future with renewed social purpose, creating unique and stimulating experiences for the public, bringing them into direct contact with ideas from the greatest artists, makers and thinkers of our time. Located at the geographical heart of London, we are uniquely placed to serve the capital, the country beyond and the wider world.

A registered charity, we operate an independent economic model where commercial and artistic imperatives comfortably co-exist. At Somerset House, art is embedded within a wider community of creative enterprise, creating a pragmatic and viable vision for the arts and cultural centre of the 21st century.

Our vision is to become the UK's leading centre for contemporary culture, with unexpected ideas and experiences emerging from the intersection of the three groups that constitute our unique cultural ecosystem.

For **the public**, we seek to be an inspirational place to experience the work of today's boldest minds, providing intellectual and cultural connections with new ideas and the people behind them. The combination of our celebrated neo-classical setting and our bold, forward-thinking output creates surprising, stimulating and joyful shared experiences for our visitors.

For **artists and makers** of all disciplines, we seek to encourage experimentation and the creation of new work. We are somewhere for today's creative generation to take risks, to push boundaries, to collaborate, and go beyond the obvious.

For **the wider creative community**, we seek to be a home to the largest cluster of creative enterprises in London, a mutually-supportive community ranging from start-ups to established creative businesses, where the best people, ideas and organisations can thrive.

Role and responsibilities

Main activities and responsibilities

- Assist the Producing team to coordinate the effective delivery of Somerset House produced events, including Summer Series with American Express, Film4 Summer Screen and Skate
- Event specific support for the event Producer and Production Manager on large-scale events during the build and break period, requiring irregular hours of work including some evening and weekend work
- Represent the Producing team in meetings with internal and external stakeholders as appropriate
- Develop an excellent understanding of the administrative and delivery requirements of each event in order to support them
- Effectively work across departments, communicate across teams and liaise with external partners
- Day to day financial administration support, including payment logs, invoice logs, budget updates/reconciliations, obtaining quotes and other as required
- Support event Producers in drafting, administering and coordinating event specific paperwork including contracts, supplier forms, daily schedules, guest lists and other as required
- Day to day organisational support, including diary management, meeting arrangements, meeting agendas/minutes and other as required
- General office and on the ground event support and organisational management, and any other duties, projects or events as may be required
- Event Management responsibilities on some Somerset House events as appropriate

Person specification

Essential

- Experience working on events or in an events focussed environment
- Excellent organisational skills with strong attention to detail, especially the ability to work on a number of different tasks concurrently and the ability to prioritise
- Significant administrative experience
- Ability to work accurately in a fast-paced environment and stay calm under pressure
- Excellent communication skills
- Highly motivated with the ability to work independently and as a strong team player
- Confident and accurate working with budgets and spreadsheet systems
- Confident and accurate working with Windows/MsOffice
- Flexibility and willingness to work evenings and weekends when required
- Enthusiasm and passion for the arts and Somerset House programme

Desirable

- Experience with Tessitura (or other box office systems)
- Experience working at an arts or cultural venue

Somerset House is open to all and we value the unique skills of everyone. Somerset House Trust is an equal opportunities employer and is committed to encouraging equality, diversity and inclusion in our workplace, so if you're a suitably qualified applicant we'll welcome your application whatever your age, disability, gender, gender identity, race, religion or belief, sexual orientation or socio-economic background.

