



North Carrick Events 2023

Role Descriptor – Event Manager - North Carrick 2023

Location: South Ayrshire (Easy Access to Maybole and North Carrick required)

Timeframe: Jan 2023 – July 2023.

North Carrick Community Benefit Company are pushing forward with a series of exciting capital and revenue projects in the area, following on from our huge [Foundations for Recovery](#) project in 2022.

Are you passionate about planning and delivering events? We are recruiting an Event Manager within our growing team to report into our larger community and tourism development initiatives. You would play a crucial role scaling up our events schedule from early 2023 to deliver a range of high-profile events in support of North Carrick's development objectives. You would be responsible for managing the delivery of summer celebration event, as part of the Robert the Bruce celebrations.

Purpose of the Role: The overall aim of the Events Manager is to lay groundwork and organise infrastructure for a medium scale event in July 2023, and a large-scale event in 2024, in North Carrick. These events will be themed on the 750th Anniversary of the birth of Robert the Bruce. The role would include event management tasks such as completing Public Entertainment Licences, booking event infrastructure such as stalls, marquees, and toilets, organising performers/acts and their technical requirements for the music stage/s. This role will include supporting NCCBC staff, some on the day volunteers, as well as hiring professional support.

Main Responsibilities and Role:

The Event Manager will organise the infrastructure for an event in July 2023, and lay groundwork for a further event in July 2024. They will organise infrastructure and complete necessary paperwork including liaison with the council for the Public Entertainment Licence. They will coordinate a programme of entertainment for the event, including budgeting, and logistics. They will also support a survey/Event Evaluation to be carried out.

- Planning & scheduling – all aspects of events & timescales including build and de-rig
- Scheduling performers and vendors, in keeping with the theme of the event and within budget
- Ensuring all suppliers arrive at the event on time and have logistics arranged for access to event site
- Passing on information when required for publicity
- Manage event planning staff and team members on-site with clear roles and responsibilities
- Establishing standards for event staff/volunteers i.e., ID badges, safety briefing
- Ensuring H&S standards are met by all staff and performers/contractors/volunteers
- Ensure staff at all stages/venues are arranged – stage managers/sound engineers etc.
- Liaising with NCCBC team to ensure all contractors receive payment and signatures and receipts are kept for records
- The event manager will liaise with NCCBC's Assistant Manager and Events Assistant and will give regular updates on the events' progress

We are looking for:

- Degree level qualification or equivalent or experience in a relevant discipline - a solid background in event production and/or management, and knowledge of tourism, events, and culture in the area
- Enthusiasm, passion, and knowledge within tourism, events, and culture – and ability to communicate this to funders, partners, customers, and stakeholders
- Organisation and time management, as well as attention to detail and good communication skills
- Experience booking for events, understanding of technical specifications, and health and safety
- Experience of budget management in events
- Skills in computing and a range of ICT experience
- Flexible attitude – the team is embarking on a new schedule of scaled-up events so some tasks may need to be juggled between team members over time to adapt to the requirements of the schedule
- Access to own PC/laptop and ability to work from home
- Ability to attend and contribute to meetings, including SAG meetings, and event debrief
- Full driving licence and access to vehicle

This post is a part-time fixed-term contract funded jointly by North Carrick Community Benefit Company, Maybole Regeneration Project, and South Ayrshire Council. It is offered on a self-employed basis from February to August 2023. The fee for the term will be £3000 which is expected to be approximately 10% of the event's budget. Hours may be worked flexibly over the duration of the contract, with agreement from NCCBC.

If you are interested in this role, please email claire@nccbc.org.uk with your CV and a brief description of who you are, your experience, why you would like to get involved. Please get in touch with any questions or queries.