

Lead Events Administrator (Maternity Cover) – Job Description

Reports To:	Executive Producer
Salary:	£18,525.00 pro rata – fixed term contract for 8-12 months
Hours:	22.5 hours per week (mainly office based with some WFH)

Application deadline: 27 May 2022

Interviews (via Zoom): 31 May & 02 June 2022

Job Description:

To administer various areas within LIME, including:

- Being the main point of contact for all competitors and ensuring that everything possible is done to assist them in coming to Llangollen.
- Working in the music office on areas relating to the programming and co-ordination of competitions, concerts, outside stages and outreach events, and supporting the Executive Producer with ad hoc tasks.
- Undertaking marketing activity relating to participants.
- Supporting various volunteer committee members where necessary.
- Support the team with ad hoc tasks when required, including reception and box office cover.

DUTIES AND KEY RESPONSIBILITIES

Competitors

Competitor market research of potential competitors, create and maintain spreadsheets and mailing lists, send out correspondence, in support and alongside other marketing activity.

Deal with all administration surrounding competitor applications (solo and groups) answering queries, processing application forms, adding them to the databases, uploading recordings onto SkyDrive etc.

Creating all documentation for selection processes and acceptance including various forms, general information and instructions to competitors and answering resulting queries.

Support the Bursary awards process and maintaining accurate records of bursaries awarded and accepted, and then modifying for withdrawn groups. Liaise with the Bursary Committee to reallocate funds as appropriate.

Be the main point of contact for all competitors. Relaying information to the volunteer run Competitors Liaison Team and Executive Producer.

Scheduling competitors in all additional activities eg outreach events, church concerts, etc.



Contacting and liaising with various individuals at venues to ensure the smooth running of these additional performances. Booking any group rehearsals for competitors at various town venues. Ensuring budget head signs off all expenditure commitments prior to any financial commitment.

Working with the competitors and supporting them before they put in their applications, through the process up until the Eisteddfod week.

Music Office

Under the direction of the Executive Producer, programming and coordination of competitors' concerts and keeping an up to date master schedule of activities.

Be aware of what is going on with the concert programme even if not directly involved with the details and to have a good understanding of what's going on across the board.

Liaising with Executive Producer to put together a programme for each day's activities, including town and outreach events. Maintenance of an up-to-date document with all scheduling, contact details and costs.

Liaising with performers ensuring we have all relevant contracts, technical information, PRS information and promotional material.

Update the outside stage technical team and town events on all elements of the programme.

Administering the master timetables, keeping all of the elements up-to-date and avoiding clashes etc.

During Eisteddfod Week the following would be expected:

- Administer the Adjudication process.
- Organise the individual competition Adjudicator documents, sort out music scores, arrange certificates, calculate final results and distribute these to relevant parties in the Pavilion and across the field.
- Co-ordinate volunteers / runners and helpers.
- Maintain contact and communication with volunteers involved in outside stages and to ensure that everyone is kept informed.

General Responsibilities

Ticket sales, supporting the small staff team during busy times by taking ticket orders using Spektrix.

Maintain a comprehensive knowledge of all areas of the Eisteddfod so that queries can be appropriately dealt with or passed to the relevant person.