

Job Description

Title: Events Producer

Reports to: The Librarian

Contract type: 2 years

Salary: £25,000 per year pro rata (£20,000 per year for 4 days per week)

Hours: 28 hours per week (Generally Tuesday to Friday, though some evening and weekend work will be required)

Closing date: 11 October 2021

Interview date: 21 October 2021

The Portico Library and Newsroom

The Portico Library is one of Manchester's longest-running institutions. It is a subscription library and newsroom in the city's centre where the public are welcome to enjoy free exhibitions, take part in events and workshops, dine in the café, and immerse themselves in the inspiring Regency-period building. Members' services include special events and full access to the historic collection of over 25,000 books and archives spanning 450 years. The Portico became a charity in 2017 and strives to widen public interest in literacy, and in artistic, scientific, and technical matters.

About the Events Programme

The Portico's events programme has been running for over 50 years and now plays a key role in Manchester's cultural, educational, and literary life. We look to our events programme to empower new generations of visitors, researchers, writers, students, and members to discover captivating and often obscured stories from Manchester and the Library's histories. Through our events we seek to increase access to the Library and its collection, collaborating with the region's diverse communities, schools, cultural partners and Library members.

The Library's events programme has developed a reputation for staging high-quality, eclectic, interdisciplinary and imaginative events and learning experiences. It connects closely with the Library's exhibitions, learning, membership and awards work, which includes the prestigious Portico Prize and Portico Sadie Massey Awards.

About the Role

The Portico is seeking a talented Events Producer to devise and run an annual programme of virtual and in-person events, workshops, and private hires. The position will suit a highly organised and creative individual capable of balancing practical duties with innovative programme design. We are looking for someone wishing to join a hardworking, friendly team and a cultural organisation at an exciting time in its development. The Library is currently reimagining its future as a living centre of literature and learning through a substantial development plan that will encourage interaction and widen participation in an open and accessible building.

The successful candidate will work with key partners and communities to conceive and deliver a full event calendar, help evolve our members' experiences and successfully manage the Library's private hire schedule. They will work closely with the Library's public programme, Portico Prize, membership, and Sadie Massey teams to help involve a wider range of people in the Library's collection and heritage, and to build audience numbers and participation. This role presents an exciting opportunity to contribute to Manchester and the region's cultural landscape.

The candidate will have:

- A strong events background and preferably experience in delivering events connected to either literature, education, membership development or 18th and 19th century history, science and literature.
- A passion for building relationships with partners and communities, especially those relevant to the Library's growing ambitions to involve a wider range of people in the Portico's activities and commitment to equality and inclusion.
- The ability to prioritise work in a busy environment and good communication and digital skills.
- The ability to collaborate well as part of a team as they will be working closely with colleagues, volunteers and Trustees across the whole organisation, providing guidance at a decision-making level.

Responsibilities and Duties

The Events Producer's main duties and responsibilities will include:

- Devising and running a captivating programme of public/member events (idea conception, planning, collaboration, delivery and follow up)
- Creating and managing events on digital platforms, including composing speaker bios, uploading materials, and setting up registration pages, chat functions and recordings
- Building audience attendance figures with the intention of including a wider range of people
- Creating email event invitations
- Facilitating and expanding the Library's private hires, including for filming and photography, meetings, and special occasions
- Promoting and publicising the Library's events programme in line with the Library's key messaging and communication objectives
- Managing budgets for events and private hires to help drive revenue creation
- Inviting and managing targeted tours and education activities and workshops
- Managing and working with events volunteers
- Undertaking all events administration, including attending and documenting digital events and (when internal restrictions allow) on and off-site events, and sharing on social media and YouTube

- Liaising with the Library's public programme and literary awards teams and other key partners/communities to design an integrated collaborative programme that helps to achieve the Library's aims and vision
- Leading and hosting pre-event briefings including booking any additional services (e.g. BSL interpretation) and ordering materials (e.g. drinks, materials etc.)
- Developing an evaluation structure to measure impact and success for each event

Selection Criteria

Essential

- Experience supervising and overseeing multiple events or projects at one time, including coordinating technical and production aspects
- A proven track record of developing ideas and concepts for events individually and in collaboration with partners and communities
- Good digital skills, especially in Microsoft Office, Adobe Creative Suite, Zoom, email, and social media
- Knowledge of how to write and oversee event budgets
- Excellent writing and presentation skills, with the ability to write for, and speak to, a wide variety of audiences
- An understanding of and commitment to ambitious diversity and inclusion practice in the culture sector, including sensitivity to prospective collaborators' and visitors' traumas, experiences, and priorities
- The ability to build proactive and collaborative working relationships as part of the staff team, providing support to colleagues and to projects, as well as a respectful and polite approach towards others
- The ability to plan, schedule, prioritise, and allocate work effectively, delivering to multiple deadlines simultaneously

Desirable

- The ability to read and speak a second language
- An understanding of the Library's core collection areas (literature, travel, natural sciences) and an awareness of the issues surrounding sensitive collections and the political environment in relation to colonialism and 19th-century history and society
- An understanding of the communities, users and networks to which the Library is connected, and a passion for building stronger relationships with underrepresented groups
- Experience of writing for the web and creating new content

The Portico reserves the right to make reasonable amendments to the job description in consultation with the post holder at any time.

Application Process

Please submit a CV (including the name, phone number, email and address of two referees), Equal Opportunities form and a Supporting Statement no longer than two-sides of A4 outlining why you are interested in this role and your suitability for the post, highlighting your relevant knowledge, skills and experience. Please use examples where you can. The deadline for submissions is 11 October 2021, at 5:00pm. Please submit all documents (CV/Equal Opportunities and Supporting Statement) by email to support@khes.co.uk or post to Unit 2, Mossfield House, Chesham Fold Rd, Bury, BL9 6JZ.

Further enquiries about the role may be directed to the Librarian, Dr Thom Keep, on 0161 236 6785, email: librarian@theportico.org.uk

To find out more about our collection, archive and catalogue please visit our website here: www.theportico.org.uk/the-collection. For examples of how we use the collection with the city's communities, membership and partners, please read our Quarterly and take a look at our public programme here: www.theportico.org.uk/whats-on.

We update our socials regularly and these can be found here - Twitter: @theportico, Instagram: @porticolibrary, and Facebook: @theporticolibrary

Shortlisting

The evidence you provide in your CV and Supporting Statement will be assessed against the selection criteria. Applicants who best demonstrate that they meet the selection criteria will be shortlisted for interview.

Interviews

If you are shortlisted for interview, the Library will let you know by 15 October. Interviews will be held 21 October. As part of this email you will receive details of your allocated date and time and of any tasks that will be included as part of your interview.

If you are invited to an interview, you will be asked to let the Library know if you have any special requirements to help you attend. All applicants will receive an email confirming their submission and feedback will be given to all shortlisted applicants. Unfortunately, we are not able to offer feedback to all submissions.

Access

The Portico is located on the first floor of its original 215-year-old Listed Building. We are working towards make the Library as welcoming and accessible as possible for everyone, but there currently remain some access restrictions:

- There are 32 steps from the main entrance to the Library and no lift. There is a handrail, and a chair is placed on each landing.
- There is a stair-lift at the Library's back entrance, accessed by a portable ramp, but currently no step-free or accessible toilets.
- There are pay and display parking spaces immediately outside the Library, which are not dedicated or bookable disabled parking bays, but Blue Badge holders may park here free of charge.
- While this vacancy is an opportunity to work in a historic building, we are committed to making any adjustments we can to allow as many people as possible to carry out the role. If you are disabled, please contact the Librarian to discuss what could be done to facilitate your application at librarian@theportico.org.uk or on 0161 236 6785.

Equality of Opportunity

At the Portico Library, we believe that the rights of all people, inclusive of age, disability, gender, neurodivergence, mental health, race, relationship status, religion or belief, and sexual orientation, should be fully realised and protected. Our vision is of an organisation that is representative of our city and accessible to all. To help us achieve this vision and to ensure that the selection process is consistent with the law and the Library's Equal Opportunity Policy, we use a recruitment monitoring process administered by an external independent professional. To this end, applicants will be asked to complete an Equal Opportunity monitoring form, which will play no part in the selection process, and will not be seen by any member of the selection panel. Entry into employment at the Portico Library will be determined only by personal merit and the application of criteria which are related to the duties of the Events Producer post.

The Portico Library is an equal opportunities employer and we value diversity in our organisation. We want to promote inclusivity and equity, and to become more representative of the people of Great Manchester with its wide range of cultures, ideas and experiences. We therefore welcome and encourage applications from candidates with diverse backgrounds and identities.

Safeguarding

The Portico Library is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff members to share this commitment. This role will be subject to an Enhanced Disclosure and Barring Service (DBS) check. If called for an interview you will be asked to disclose details of any convictions which are not yet spent. If you have any questions around your suitability for this vacancy, please contact the Librarian.