



## Centrala Event Producer Job Description

Centrala is seeking a proactive individual to assist in the production of Centrala's busy events programme. This role will include Duty Person at events, assisting the administration of the events and Assisting the Directors in the creation of the programme. The role is part time and casual depending on gallery activities.

Please send CV and letter of interest to [centrala@centrala-space.org.uk](mailto:centrala@centrala-space.org.uk)

### Main Roles and tasks

Assist with the setup of the venue for events, carrying out safety checks, setting up seating and maintaining a clean front of house area.

Exceed all visitor expectations with the quality of presentation, service .

Coordinate staff during events, maintain communication and updating staff on any amendments to the events plan

Motivate and encourage colleagues to deliver high quality visitor care and bar sales .

Supervise bar staff and follow alcohol license regulations

Check that all equipment in the gallery and public spaces are functioning correctly, reporting any problems through the appropriate channels.

Liaise with Hirers

Set up Equipment for events ( with sound engineer if needed)

Assist in Planning of events programme , booking artist travel and accommodation and other contractors

Assist Directors and Curators ideas for future events and performers

Assist Directors with event administration as requested

Be responsible for opening and shutdown procedures of the gallery.

Take all reasonable precautions as directed to keep cash, documentation and other valuables and equipment secure.

Take appropriate action in emergency situations (including first aid incidents), according to training provided by Centrala

Be responsible for the Health and Safety of self, colleagues and visitors, observing all Health and Safety regulations as set out by Centrala and current legislation

### Desirable Qualities

First aid trained and fire trained and manual handling trained

Basic sound engineering skills

Basic IT skills

Social media skills

Basic Maintenance skills

Good Team Skills

The ability to manage differing projects at the same time