

Job Title: Contents, Event and Promotion Officer/Technician



Responsible to: Head of Creative and Performing Arts

Purpose of the Role

The post holder will be expected to:

1. Play a central role in supporting the Head of Department, Deputy Heads of Department and curriculum staff in planning, organising and delivery of large scale public facing events at key points in the college calendar.
2. Be responsible for the day to day organisation, and collating of, promotional content (photos/videos etc.) related to the various activities and events around the Creative and Performing Arts departments.
3. Develop and maintain good working relationships with all external and internal customers of the College.
4. Ensure a safe environment is maintained and relevant health and safety guidance is followed at our various events by all concerned.

Duties:

1. To assist curriculum staff to provide a steady stream of content to the marketing department that promotes the Creative and Performing Arts departments' various activities, events and guest speakers.
2. To help curriculum staff in Creative and Performing Arts plan and organise a range of large scale events throughout the college calendar including, but not limited to, end of year art exhibition, fashion shows, pantomime, dance shows, music gigs, mural painting and photography exhibitions.
3. To liaise with outside agencies and suppliers to book and or purchase materials to enable delivery of said events.
4. Assist the team of technicians when required.
5. To support the Department in the delivery of outstanding Open Evenings for prospective students and their parents.
6. To support curriculum staff in the organisation and delivery of trips and visits for our student groups.
7. Overall responsibility for adherence to health and safety guidance during events and compliance with all statutory health, safety, welfare regulations and College safety policy. This includes carrying out risk assessments and accident/incident reporting.

8. Undertake training and staff development including first aid to keep up to date in accordance with the above activities.

Corporate Responsibilities:

1. To share and demonstrate the values of the college.
2. To adhere to all college regulations, including financial regulations.

General Responsibilities:

1. To take responsibility for one's own continuous and professional development.
2. To ensure compliance with the Data Protection Act and Freedom of Information Act.
3. To follow strictly the requirements of the College policies and in particular the Health and Safety Policy, Sustainable Development Policy and Equality/Diversity Policy and to maintain confidentiality in all aspects of College businesses.
4. To work co-operatively with other areas of the College to provide a corporate College service, particularly at enrolment times and during academic variations.

You may be required to undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required.

You may be required to work at or from any building, location or premises of Wigan and Leigh College, and any other establishment where Wigan and Leigh College conducts its business.

Variation to this Job Description

This is a description of the job as it is at present, and is current at date of issue. The job description will be reviewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be required to apply for an Enhanced Disclosure in accordance with Part V of the Police Act 1997. Further information about the Disclosure scheme can be found at www.gov.uk.