



Job Pack



Awards & Events Coordinator

Published on 01 November 2024

Welcome From Our Co-CEOs

Thank you for your interest in working with us at the Society of London Theatre and UK Theatre. Our organisations are the membership bodies for the theatre sector, representing theatre producers, managers, owners, and operators both in London's West End and across the UK.

This is an exciting opportunity to work for our organisations, working on behalf of a vibrant and diverse sector, at a critical time for our industry. After we joined the organisations, we started a strategic review process which defined who we represent and our new vision and mission.

Our vision is a dynamic, sustainable and world-class theatre sector.

Our mission is to champion theatre and support our members to thrive.

To deliver our vision and mission, we now have exciting five-year strategy and ambitious five-year goals that will deliver for our members.

However, we can't achieve our vision and mission alone. That's where you come in. To achieve our goals, we need an organisation that is fit for purpose, with the people, systems and processes needed to make an even greater impact for our members. The candidate we are looking for is someone who can embody our vision and mission and the competencies for the role.

Theatre and the performing arts industries enrich our lives and strengthen our sense of belonging and are a cornerstone of both the levelling up and growth agendas. Alongside the social and cultural benefit our members provide, theatre is also a key component of our fast-growing creative industries. Domestically, theatre generates £2.39bn GVA, supporting 205,000 workers. For every £1 spent on a theatre ticket, an additional spend of £1.40 is generated in local economies, adding up to £1.94bn per annum of extra value added to local economies by theatre audiences.

We have a fantastic team of around 60 people working across our main office in Rose Street and the TKTS Booth in Leicester Square. Our social committee ensures that we have plenty of opportunities to get to know each other and our sustainability committee is working hard to ensure we play our part in protecting the planet. While a background in theatre or the arts is not essential, an appreciation for performing arts and the importance of cultural activities as an integral part of our lives is important.

We hope you find this role of interest and look forward to receiving your application.

All best wishes,

Claire Walker & Hannah Essex

Co-Chief Executives

Who we are & what we do

Based in the heart of Covent Garden, Society of London Theatre (SOLT) & UK Theatre are the membership bodies for the theatre sector, representing theatre producers, managers, owners and operators.

We have a shared staff team working together to deliver our joint vision and mission for our two organisations.

Our vision – the world we want to see – is a **dynamic, sustainable and world-class theatre sector**.

Our mission – what we do as an organisation – is to **champion theatre and support our members to thrive**.

In order to deliver on our vision and mission we have three joint priority areas for both organisations. These bring together our membership services, advocacy campaigns, audience initiatives and major events and awards.

Our three joint priority areas are:

- **Membership:** Developing a growing, engaged and united membership
- **Audiences:** Increasing engagement with theatre
- **Advocacy:** Create the conditions for theatres to thrive

Our commitment to Diversity, Equity and Inclusion

We are committed to putting diversity, equity and inclusion at the heart of everything we do. We do this through recruiting from the widest spectrum of channels, constantly reviewing our policies and procedures to ensure they are fit for purpose and giving all our staff a voice. Our mission to produce a skilled, diverse and productive workforce for now and the future is crucial to our success as an organisation.

Awards & Events Coordinator

Role description

This role is part of the **Awards and Events Team** in the organisation's **Audience and Commercial Team**. You will support, and work closely with, the Awards General Manager and Awards & Events Associate to help deliver the diverse **SOLT & UK Theatre** awards and events programme including the **Olivier Awards, West End Live, Theatre Conference, Kids Week activities, UK Theatre Awards** and the **Mastercard Priceless programme** of theatre events. You will also be required to support other branches of the Audience and Commercial Team to help deliver excellent services to the **SOLT & UK Theatre** membership, collaborating closely internally and also with external creatives and contractors.

This role would suit an individual who already has relevant experience in the sector and is looking to gain further skills and responsibility in the delivery of high-profile events.

How to apply

To apply for this role please email your CV and a cover letter outlining the qualities/skills/experience and knowledge you will bring to the role, including in the email subject line **Awards and Events Coordinator, SOLT & UK Theatre** to jobs@soltukt.co.uk.

Closing Date for Applications: 10am Wednesday 20 November 2024. There is a rolling deadline for this vacancy. Applications will be screened as and when received.

We welcome applications from all and are open to discussing access requirements. If you would like to discuss any access needs during your application or, if you are selected for interview, at the interview stage, please email us at jobs@soltukt.co.uk and the HR team will get in touch with you.

Contract type	Permanent / Full-time starting January 2025.
Salary band	The band for this role is £26K - £32K a year. Salary will be within this band, depending on experience.

<p>Key responsibilities & accountabilities</p>	<ul style="list-style-type: none"> • To assist in organising meetings, creating agendas and circulating action points. • To assist in the planning and delivery of the Olivier Awards and UK Theatre Awards ceremonies. • To coordinate all bookings for the Olivier Awards panels (including the Theatre, Affiliate Theatre, Dance, Opera and Family panels). • To assist with the delivery of the Olivier Awards Launch Event, Nominees' Celebration and Awards After Party. • To help coordinate all Olivier Awards performing companies to ensure all needs and requirements are met during rehearsals and managed over the awards weekend. • To coordinate the production, sale and distribution of any additional Olivier Award statues and Producers' Awards. • To assist in the planning and delivery of the Mastercard Priceless theatre events programme both in London and nationwide. • To assist in the planning and delivery of West End Live. • To assist in the planning and delivery of the Theatre Conference. • To lead on the delivery of the activities surrounding the Kids Week campaign. • To maintain clear records and filing systems throughout the year for all Awards and Events information and assets. • Tracking and physically moving any event stock or assets as necessary. • On-going general administration as necessary. • To assist the wider Audience and Commercial Team as appropriate, in the delivery of excellent services to our members.
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Directorate	<p>You will work in the Audience and Commercial Team (ACT).</p> <p>Line Manager: Awards General Manager</p>
Technical knowledge & skills required	<p>Essential</p> <ul style="list-style-type: none"> • Experience in assisting on the delivery of large-scale events and/or theatre productions. • Skilled multi-tasker with the ability to work quickly and accurately to tight deadlines. • Experience in diary management and an understanding of the requirements of interacting with external stakeholders. • Excellent communication skills with a high level of attention to detail. • Confident user of Microsoft Office (including SharePoint, Word, Excel, PowerPoint), Google Workspace (Drive, Sheets and Forms) and Dropbox. • Good numeracy skills, including tracking payments and budgetary aspects. • A proactive, self-motivated and flexible approach to work. • The ability to work as part of a team and support others. • A positive outlook with a willingness to solve problems. • Be able to show initiative and resilience when dealing with change. • Able to carry out work under pressure and maintain good humor and diplomacy. • A willingness to work evenings and at weekends when necessary. <p>Desirable</p> <ul style="list-style-type: none"> • A knowledge of current West End theatre, productions and producers. • Stage Management or Company Management experience.
Competencies	<p>Impact</p> <ul style="list-style-type: none"> • You will support the delivery of activities and projects to the highest possible standards, supporting the delivery of KPIs (Key Performance Indicators) and targets and ensuring that you feed into evaluations and progress updates. • You will support the delivery of cross organisational projects and activities. You will share your experiences to support the development of business and organisational plans.

	<ul style="list-style-type: none">• You have a collegiate approach with coordinator colleagues, ensuring excellent administrative support across the organisation. <p>Communication</p> <ul style="list-style-type: none">• You manage positive day-to-day relationships with stakeholders and members. <p>Innovation</p> <ul style="list-style-type: none">• With support, you look at how you can bring innovation and help solve problems in your work. <p>Knowledge</p> <ul style="list-style-type: none">• You have good experience for the role and are looking to develop this further. <p>Culture</p> <ul style="list-style-type: none">• Be part of a culture of transparency, equality, diversity and inclusion, fairness, and personal development for all staff.• Work with your line manager to ensure that your personal development plan is delivered and completed.• A team player, willing to grab hold of opportunities and support the priorities of others when needed.
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Working with us

<p>Location</p>	<p>Our offices are based in Covent Garden, London.</p> <p>Depending on the role, we have an agile working policy which means that we expect minimum of 50% of your working hours to be spent in the office or with members, averaged over each month. You are, of course, welcome to come in more than that if you prefer.</p>
<p>Flexible working</p>	<p>All roles are open to flexible working – e.g job share, reduced hours or other flexible working approaches.</p>
<p>Annual leave</p>	<p>Annual leave for a full-time role is 25 days, rising to 27 days after five years.</p> <p>Non contractual time off: your Birthday off or a day off within two weeks of your birthday. Company Closure Day, normally on a day next to a Christmas bank holiday.</p>
<p>Benefits & Perks</p>	<p>Society of London Theatre and UK Theatre support the welfare of their employees and offer a range of short-term and long-term benefits. We regularly review our employee benefits in consultation with staff to ensure our offer is competitive and fit for purpose in today's society.</p> <p>Your health & wellbeing</p> <p>The health and wellbeing of our staff is our upmost priority and we offer a range of benefits.</p> <ul style="list-style-type: none"> • Private Medical Cover – For employees in Band A and B • WeCARE – Digital Wellbeing. A complete solution across Physical & Mental Health, Finance and Legal support. Advice from qualified professionals tailored to the individual. • MyStrength – One to one support with a qualified Wellbeing guide, a person there to help and support on your wellbeing journey. Support built around the individual. • Toothfairy – Smart dental App – Your personal dentist.

	<p>The following are optional benefits:</p> <ul style="list-style-type: none">• Paid annual eyesight test• Paid annual flu vaccine <p>Your finances & protection</p> <p>We offer a pension scheme and further protections.</p> <p>Pension scheme</p> <ul style="list-style-type: none">• Contributory pension scheme - The current contributions are as follows regardless of the scheme:<ul style="list-style-type: none">○ Employer Contribution: 5% of gross pay○ Employee Contribution: Minimum 3% of gross pay <p>Personal circumstances</p> <ul style="list-style-type: none">• Death-in-Service Insurance Cover – 3 x annual salary.• Income Protection – long term sickness cover for a proportion of salary for up to 2 years. <p>Personal development</p> <ul style="list-style-type: none">• We invest and believe in continuous professional development and training opportunities for all.• Where appropriate, we suggest and arrange professional mentors to offer additional external guidance. <p>Travel to work</p> <p>Many of our staff walk, use public transport or cycle to work or a combination of the above.</p> <p>The following apply after probationary period:</p> <ul style="list-style-type: none">• Interest-free Travel Season Ticket loan• Cycle to work scheme <p>Theatregoing</p> <p>Our staff champion theatre and the work of our members. That includes attending regular theatre productions and visiting members (where appropriate) across the UK.</p>
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	<ul style="list-style-type: none">• Staff are offered complimentary show tickets on set dates and sometimes to attend opening nights of productions.• All staff can buy Theatre Tokens with a 10% discount. <p>Events & experiences</p> <p>We offer many opportunities to get involved with events such as West End Live, the Olivier Awards, Kids Week workshops and Theatre Craft (jobs fair for craft roles in theatre sector).</p> <p>Socialising with colleagues</p> <p>We have a dedicated social committee with organisational budget.</p> <p>In 2024, they successfully organised the following: a quiz night, karaoke, bowling, summer party, games night, festive celebration and many more.</p> <p>Sustainability</p> <p>We have a dedicated Green Committee to champion sustainability and a green agenda throughout our building and the way we work.</p> <p>Activities in 2023 include swap and shop clothes recycling, reduction in all waste, a review of our energy use and much more.</p> <p>Local discounts</p> <ul style="list-style-type: none">• Local retail discounts through Heart of London Club and Love Covent Garden.• 20% off at Trevor Sorbie hair salon in Covent Garden.
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Job Description

Awards & Events Coordinator



Contract type

Permanent (35 hours per week). All roles are open to job share, agile and flexible working. Start date January 2025.

Usual hours will be 10am until 6pm weekdays. Some evening and weekend work may be required as necessary. Appropriate technology will be provided.



Salary Band

Band E: £26,000 - £32,000 FTE (dependent on experience).



Annual leave

Annual leave for a full-time role is 25 days rising to 27 days after 5 years.



Who we are. What we do.

Society of London Theatre and UK Theatre are the Membership Organisation for London and UK Theatre Producers, Managers, Owners and Operators.

Society of London Theatre runs Theatre Tokens, Official London Theatre, TKTS and the Olivier Awards, and both organisations negotiate collective agreements on behalf of the theatre sector.

Both organisations share senior staff and have recently conducted a strategic review where they have agreed to a joint vision and mission.



Our Vision - the world we want to see - is a **dynamic, sustainable and world class theatre sector.**



Our Mission - what we do as an organisation - is to **champion theatre and support our members to thrive.**

We operate under **3 joint priority focus areas** that allows us to deliver on our vision and mission:

- A growing, engaged and united **membership**, including a skilled, diverse and productive workforce for now and the future
- To inspire, attract, retain and diversify theatre **audiences**
- **Advocate** to support growth across the sector.

Our Diversity, Equity and Inclusion policy

We are committed to putting diversity, equity and inclusion at the heart of everything we do. We do this through recruiting from the widest spectrum of channels, constantly reviewing our policies and procedures to ensure they are fit for purpose and giving all our staff a voice. Our mission to produce a skilled, diverse and productive workforce for now and the future is crucial to our success as an organisation.



Role Description

Brief summary of the role

This role is part of the **Awards and Events Team** in the organisation's **Audience and Commercial Team**. You will support, and work closely with, the Awards General Manager and Awards & Events Associate to help deliver the diverse **SOLT & UK Theatre** awards and events programme including the **Olivier Awards, West End Live, Theatre Conference, Kids Week activities, UK Theatre Awards** and the **Mastercard Priceless programme** of theatre events. You will also be required to support other branches of the Audience and Commercial Team to help deliver excellent services to the **SOLT & UK Theatre** membership, collaborating closely internally and also with external creatives and contractors.

This role would suit an individual who is looking to gain more experience and responsibility in the delivery of high-profile events.



Key Responsibilities and Accountabilities.

Working relationships with team members on projects and with other members of staff where appropriate within the organisation.

Your key responsibilities and accountabilities are:

- To assist in organising meetings, creating agendas and circulating action points.
- To assist in planning and delivery of the **Olivier Awards** and **UK Theatre Awards** ceremonies.
- To coordinate all bookings for the **Olivier Awards** panels (including the Theatre, Affiliate Theatre, Dance, Opera and Family panels).
- To assist with the delivery of the **Olivier Awards** Launch Event, Nominees' Celebration and Awards After Party.
- To help coordinate all **Olivier Awards** performing companies to ensure all needs and requirements are met during rehearsals and managed over the awards weekend.
- To coordinate the production, sale and distribution of any additional **Olivier Award** statues and Producers' Awards.
- To assist in the delivery of the **Mastercard Priceless** theatre events programme.
- To assist in the planning and delivery of **West End Live**.
- To assist in the planning and delivery of the **Theatre Conference**.
- To lead on the delivery of the activities surrounding the **Kids Week** campaign.
- To maintain clear records and filing systems throughout the year for all Awards and Events information and assets.
- Tracking and physically moving any event stock or assets as necessary.
- On-going general administration as necessary.
- To assist the wider **Audience and Commercial Team** as appropriate, in the delivery of excellent services to our members.



Directorate/Department

You will be assigned to the Audience and Commercial Team (ACT).

Reporting to:

Awards General Manager



Technical knowledge and skills required

As an **Awards and Events Coordinator** you will be supporting the **Audience and Commercial Team** in various tasks. Here are some common technical skills and knowledge areas your role demands:

Essential

- Experience in assisting on the delivery of large-scale events and/or theatre productions.
- Skilled multi-tasker with the ability to work quickly and accurately to tight deadlines.
- Experience in diary management and an understanding of the requirements of interacting with external stakeholders.
- Excellent communication skills with a high level of attention to detail.
- Confident user of Microsoft Office (including SharePoint, Word, Excel, PowerPoint), Google Workspace (Drive, Sheets and Forms) and Dropbox.
- Good numeracy skills, including tracking payments and budgetary aspects.
- A proactive, self-motivated and flexible approach to work.
- The ability to work as part of a team and support others.
- A positive outlook with a willingness to solve problems.
- Be able to show initiative and resilience when dealing with change.
- Able to carry out work under pressure and maintain good humour and diplomacy.
- A willingness to work evenings and at weekends when necessary.

Desirable

- A knowledge of current West End theatre, productions and producers.
- Stage Management or Company Management experience.



Competencies for this role

Here are the key competencies for this role:

Impact

- You will support the delivery of activities and projects to the highest possible standards, supporting the delivery of KPIs and targets and ensuring that you feed into evaluations and progress updates.
- You will support the delivery of cross organisational projects and activities. You will share your experiences to support the development of business and organisational plans.
- You have a collegiate approach with coordinator colleagues, ensuring excellent administrative support across the organisation.

Communication

- You manage positive day to day relationships with stakeholders and members.

Innovation

- With support, you look at how you can bring innovation and help solve problems in your work.

Knowledge

- You have good experience for the role and are looking to develop this further.

Culture

- Be part of a culture of transparency, equality, diversity and inclusion, fairness and personal development for all staff.
- Work with your line manager to ensure that your personal development plan is delivered and completed.
- A team player, willing to grab hold of opportunities and support the priorities of others when needed.

How to apply

To apply for this role please email your CV and a cover letter outlining the qualities/skills/experience and knowledge you will bring to the role, including in the email subject line **Awards and Events Administrator, Society of London Theatre** to jobs@soltukt.co.uk.

Closing Date for Applications: 10am on **Wednesday 20 November 2024**. There is a rolling deadline for this vacancy. Applications will be screened as and when received.

We welcome applications from all and are open to discussing access requirements. If you would like to discuss any access needs during your application or, if you are selected for interview, at the interview stage, please email us at jobs@soltukt.co.uk and the HR team will get in touch with you.