

# B R O A D W A Y

EVENTS DEVELOPMENT COORDINATOR - PERSON SPECIFICATION				
	Essential Criteria		Desirable Criteria	
Experience	A track record of successful events coordination, of varying scale up to and including 100 participants (this can be in a community, commercial or arts context)	A, I		
	A track record of executing events which are timely, well organised and customer focused, ensuring proactive communications with relevant parties	A, I		
	Experience of making events accessible and inclusive of traditionally underrepresented or excluded communities	A, I		
	Experience of team working, and a proactive approach to contributing to team success	A, I		
Knowledge	Competent in using Microsoft Office applications (Word, Outlook, Excel, Powerpoint)	A, I	Risk assessment of public events	A, I
		I	Safeguarding awareness	I
Skills & Attributes	Track record of applying creativity and innovation in your approach to work	A, I		
	Ability to draft written content for online and offline promotional channels to promote courses and immersive events	T		
	Able to champion new approaches to work in a way that brings people with you	A, I		
	A commitment to equality, diversity and inclusion, and to model this in daily working practice	A, I		
	Collaborative in your approach to work	I		
	Passion for creativity and film, and for creating opportunities for others to share in this	I		

- A = to be demonstrated in the application form  
 I = to be demonstrated at interview  
 T = to be demonstrated by completing a measureable test