



EVENT CO-ORDINATOR - JOB DESCRIPTION

Job Title: Event Co-Ordinator (Maternity Cover)

Reports to: Technical Manager

Appointed by: Interview Panel

Period of Appointment: 22.5 hours per week (Fixed Term 12 Months)

Salary: £15,490.80

Purpose of Role

Step into the spotlight—behind the scenes! As the Tyne Theatre & Opera House Event Co-ordinator, you'll play a starring role in bringing our vibrant programme of performances and events to life. From curtain up to final bow, you'll be the maestro orchestrating every detail, ensuring all departments are perfectly in sync and ready to deliver unforgettable experiences for our audiences.

With your flair for organisation and passion for live events, you'll be the go-to person for finalising event plans, communicating requirements, and keeping the show on track. You'll work hand-in-hand with our Technical and events team to help set the stage, supporting the set-up and smooth operation of each event, Championing both productions and our community engagement & participation programme

Reporting to the Technical Manager and collaborating across all departments, this dynamic role calls for flexibility, creativity, and a love for the buzz of the theatre. Evening and weekend work is all part of the performance.

Key Responsibilities

- **Liase with Promoters:** Be the main point of contact for promoters, confirming every detail of each event to ensure a seamless experience from start to finish.
 - **Distribute Event Information:** Create and share clear, comprehensive event documentation with all Theatre departments to keep everyone in sync and fully prepared.
 - **Support Visiting Productions:** Ensure the technical and logistical needs of touring and visiting companies are delivered to the highest professional standards.
 - **Manage External Suppliers:** Help coordinate the hire and delivery of additional equipment and services needed for successful events.
 - **Track Costs and Recharges:** Log event-related costs and technical recharges accurately, ensuring transparency and effective budget tracking.
 - **Oversee Event Safety:** Ensure that all necessary Health & Safety documentation is completed, up to date, and adhered to.
 - **Hands-On Event Support:** Assist with the physical set-up of events.
 - **Collaborate Across Departments:** Work closely with Front of House, Technical, Ticketing, and other departments to deliver events smoothly and successfully.
 - **Any other reasonable request:** From the SLT and wider leadership team.
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Role Requirements

- **Technical Theatre Know-How:** A solid understanding of the technical aspects of theatre production—including lighting, sound, rigging, and stage management.
- **Master Organiser:** Exceptional organisational and time management skills, with the ability to juggle multiple priorities and keep the show running smoothly.
- **Calm Under Pressure:** Thrives in a fast-paced, live-event environment where quick thinking and adaptability are essential.
- **Confident Communicator:** Strong verbal and written communication skills, able to clearly convey information and collaborate with a wide range of stakeholders.
- **People Person:** Excellent relationship-building abilities, with a collaborative spirit and a professional approach when dealing with promoters, artists, and colleagues.
- **Self-Starter:** Proactive and resourceful, with the ability to take initiative and work independently when needed.
- **Detail-Oriented:** A sharp eye for detail to ensure that nothing is missed, from schedules to safety paperwork to technical cues.

- **Tech Savvy:** Confident using MS Office and theatre-related IT systems to support planning, communication, and reporting.
 - **Passion for the Arts:** A genuine enthusiasm for the world of theatre, live performance, and the entertainment industry.
 - **Working week: Monday - Friday** and will require ad hoc weekend and evening work.
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Applications

To apply, please send a completed application form with the subject line 'EVENT CO-ORDINATOR' to jobs@ttoh.uk

Closing date for applications is **9am on Monday 8 September 2025**.