



Creating opportunities for the youth of Greater Manchester

CENTRAL MINISTRY

JOB DESCRIPTION

Job Title: Events Manager / Senior Sound Engineer

Location: Message Head Office

Hours: Full time

Date: January 2012

Grade: 3.1 - £25,199

Responsible to: Ian Rowbottom, Executive Director, Operations

Internal primary working relationships: Executive Team
Management Team
Missions Teams, Fundraising

External primary working relationships: Events & Venues Management Organisations
Freelance staff
Suppliers & Contractors

Summary of main purpose of the job:

Co-ordinate all aspects of events and technical support and provide effective and exemplary management leadership to insure the delivery of high quality, youth-focused outreach and events activities.

Main duties and responsibilities

Events production

- Facilitating and overseeing the technical requirements for each event as required by internal clients, within budgetary confines
- Lead events team and freelance staff to design and implement lighting, sound and video production requirements when necessary
- Be the lead sound engineer at events
- To maintain, buy or hire all equipment according to the scheduling, budget and technical needs the available resources.
- Attending production meetings, rehearsals, technical rehearsals, get-ins, get-outs as required
- Overseeing all rigging activities and ensuring they are carried out in a suitable manner
- Ensuring at all times a safe working environment and compliance with all Health & Safety and licensing regulations, including liaison with relevant authorities

Management & Leadership

- Act as a member of the Management Team, participating in the overall development and corporate management of The Message Trust.
- To apply both a genuine sense of Christian social responsibility and a strong commercial approach to the events team.
- Recruiting and managing of permanent and freelance staff within the events team to ensure that all arrangements are in place for the delivery of technical support for events.
- Scheduling and supervising the staff within the events team, making best use of their time and keeping an accurate record of hours worked.
- Promoting good working practice and maintaining high production values at all times within the team.
- Ensure good working relationships and co-operation with all departments by communicating clearly and politely, and seeking actively to assist where possible



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- Applying company disciplinary and grievance procedures with staff when necessary, in conjunction with the Operations Director.
- Assessing the training requirements of events team staff notifying the Operations Director of these requirements where necessary and providing in-house training wherever possible.
- Maintain a system of HR personal development planning, goal-setting, regular 1-to-1 reviews and staff appraisals, encouraging team members to gain relevant new skills and experience; also to keep under review and actively engage in the post-holder's own personal development to the highest levels.

General

- Identify potential funding sources and seek contributions to the ministry. All staff should find 3 personal supporters before taking up their post and look to recruit one new personal supporter per month.
- Enter fully into The Message Trust team life, including morning prayers, monthly prayer days and evening prayer meetings.

Financial Management and Financial Control

- To be responsible for the drawing up and expenditure of the annual event team budget
- To oversee the expenditure of the event team budget, ensuring that the expenditure is appropriate and within budget
- To oversee any hiring out of the The Message's equipment as necessary, including ensuring that administrative systems are in place for credit control or contra-ing, including notifying The Message's accounts department of contra-ed expenditure where necessary
- Adhering to set budgets, keeping the Chief Executive informed of any changes to budget, providing costings and seeking, where appropriate, authority for expenditure for large amounts

PERSON SPECIFICATION

Essential

- experience in live event production across a range of technical disciplines at a senior level
- proven expertise in production budgeting and financial control
- commitment to achieving high standards within limited resources
- up-to-date knowledge of Health & Safety legislation and practice
- strong personnel management and team leadership skills
- commitment to equality of opportunity and staff development
- a flexible approach to working, including the ability to work unsocial hours
- ability to plan and prioritise work effectively
- experience of co-production / collaboration with a variety of partners
- awareness of current trends in sound, lighting and video production technology
- computer literacy: word processing and spreadsheets
- have excellent time management and organisational skills
- be enthusiastic, self-motivated and outgoing
- be able to establish productive relationships with people at all levels
- have good communication and presentation skills
- be able to gather and interpret information for business research
- be commercially aware and customer-focused
- have a positive and adaptable approach to problem solving
- be innovative and creative to distinguish your event from the competition
- have knowledge of sales, marketing or copywriting
- have an understanding of budgeting and financial management
- be able to work as part of a team
- possess an eye for detail



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Qualifications

- Educated to A-Level standard, a Degree would be advantageous
- Ideally have a formal recognised sound engineering qualification

Experience

- Track record of innovation and creativity.
- Management and leadership of teams including their personal development, undertaking the full range of objective setting, performance monitoring, financial management, and other associated functions.
- Involvement in developing and maintaining complex strategies and initiatives.
- Track record of developing / implementing devolved decision-making.
- Establishment and operation of quality assurance and risk appraisal systems.
- Successful management of substantial budgets within a complex structure including multiple cost centres and other legal entities or trading arms.

Skills

- Able and willing to develop and implement major change.
- Leadership qualities, evidenced by a track record of successfully motivating staff through periods of change or through complex initiatives.
- Able to manage efficiently and flexibly.
- Able to communicate successfully with a wide range of organisations and people, both lay and professional and including people with specific needs.
- Able to use new technology to aid communication.
- Able to analyse performance data and financial information making informed judgements, and appraise and manage risks.
- Numerate; able to analyse statistical information and interpret data to produce intelligible statements.
- Computer literate; fully conversant with current uses of information technology and experienced user of IT in a senior management role.

Personal commitment

- Identification with the Trust's Statement of Values and Ethos.
- Commitment to Child Protection, Equality and Diversity and Health & Safety.
- Personal integrity and commitment to working as part of a team.
- Applicants should be able to articulate a clear vision for their role within the work of The Message, particularly with reference to their ability to function within the framework of its Mission, Vision, Ethos and Values.

*Full copies of our Mission & Vision statement and our Ethos & Values statement are available on request or can be viewed online at www.message.org.uk.

Confidentiality:

Any information relating to people contacted by the Trust acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff.

Any information relating to staff acquired in the course of duty must be treated in the strictest confidence and must be discussed only with senior staff members or with the line manager.

Note



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This job description is not exhaustive and amendments and additions may be required in line with future organisational changes.

The successful candidate for this post will be asked to apply for a Disclosure. The Message has decided that this shall be at the level of: Standard. Further information about the Disclosure scheme can be found at www.disclosure.gov.uk.

It is an occupational requirement that the post-holder must be a committed Christian who believes in the Lordship of Christ and the authority of scripture, and who wants to see the Christian message communicated effectively to young people.