

Rochdale Creates – Event Management Placement (Royal Exchange Theatre)

Post Title:	Event Management Placement
Contract:	Placement, fixed term July – September 2024
Rate of pay:	£140 / day for 6.5 days. Total value of contract: £910
Application Deadline:	Thursday, 18 th July '24 by 12noon
Interview Date:	Tuesday 23 rd July '24
Hours & Place of work:	

- 1 planning day (late July '24 – RET / online),
- 1 set up day (early Aug '24 – date tbc , Rochdale)
- 1 event shadowing day (w/c 8 Aug '24, Rochdale)
- 2 Festival days (11th & 18th Aug '24, Rochdale)
- 1 wrap up day (late Aug '24 (date tbc), Exchange / online / home)
- 0.5 day follow up session (date & location TBC)

Individuals must be registered as self-employed and have a Unique Taxpayer Reference number (we can point you towards support to register).

Background

Rochdale Development Agency has secured funding to offer a total of 8 Mid-Career Placements for Rochdale creatives, with our established partner organisations.

The placements are aimed at creatives of any discipline, who have gained work and volunteering experience in organisations or through their own practice, or have recently graduated and are looking to expand their skills and experience to take the next step in their career.

About the Royal Exchange Theatre & The FestiDale

The Royal Exchange Theatre (RET) is the largest regional producing theatre in the UK, which sits at the heart of Manchester's vibrant cultural scene. We are the North West's largest and only full-time, text based producing theatre – commissioning, creating and developing original and ambitious work in our unique in-the-round space, throughout the building, across the City and beyond.

Audiences and communities are at the heart of everything we do and have been our inspiration since our inception in 1976. Our theatre is a distinctly democratic space, where

actors and audiences enter and exit through the same doors. It invites everyone to engage in big ideas, imagine what the future could hold and to lose themselves in the power of storytelling.

Alongside the work we do on stage, we've established an award winning community engagement programme called Local Exchange, which is delivered across the region and provides transformative points of connection and exchange. This aspiring programme has been developed for and with communities, it builds on existing partnerships, develops new connections and brings together people, places and artists to cement long-lasting relationships with the communities we visit.

As part of this journey, we bring The Den, a "pop up" version of the theatre into these communities to create a 2 week festival of fun, workshops, performances and community connection.

This year, The Den is back on the road and heading to The FestiDale! **The FestiDale** is a brand-new festival named and curated by the Rochdale Local Exchange Ambassadors and Champions, hosted by Kingsway Park High School, Rochdale, from **Thursday 8th – Sunday 18th August 2024**. There'll be something for everyone in this vibrant, captivating programme in the Royal Exchange's eco-friendly mobile theatre, the Den. With a pay-what-you-can model, each production, workshop and activity is accessible and open to everyone who wants to come along.

The placement programme is part of Rochdale Creates' programme of work, part-funded by the UK government through the UK Shared Prosperity Fund.

Purpose of the Role

As part of The FestiDale, the Royal Exchange Theatre and Rochdale Creates are looking for an Event Manager Placement to help support the smooth running of The FestiDale's break out/engagement spaces. You will be responsible for supporting the management of the Sunday Family Days, ensuring that all events start on time, all artists/stakeholders know where they need to be and when and that members of the public/community are informed about the days' events.

You will develop an insight into how a community festival event is planned by shadowing the RET team, gaining hands on practical experience at events delivery. You will support the Stage Manager and acquire knowledge on industry best practices.

The Event Management Placement holder will work closely with the Royal Exchange's Local Exchange team to event manage the Sunday Family Days at The FestiDale, at Kingsway Park High School, on the 11th and 18th August 2024. They will gain insights from

shadowing the team in the run up to the festival, before delivering hands on event management activities during the festival, with support from the team.

This role is ideal for candidates looking to gain hands-on experience in event management in a cultural and community setting.

Key Tasks & Responsibilities

As part of your placement you will be expected to:

- Support on the event delivery of the Family Fun days
- Set up rooms as required
- Manage activity zones including the dining hall which will include craft tables, hot food, kids zone
- Queue manage the food spaces
- Manage breaks for artists
- Ensure the spaces are kept clean and tidy, and evacuation routes are clear
- Ensure all events start on time
- Support front of house team with getting audiences into The Den
- Support the backstage and technical teams

What the RDA and host organisation (Royal Exchange Theatre) will offer

The host organisation will act as main contact point for the placement holder, and offer induction training and a main contact person throughout the placement period. Space to work will be available during the FestiDale, as well as laptops. We would expect placement holders to provide their own laptop / phone for the induction meetings before the festival, and any work required after the festival.

A follow up session with the lead contact will be scheduled after the placement has finished, to provide additional support in planning application of learning for the placement holder.

The RDA will provide travel expenses for meetings at the Royal Exchange Theatre, as well as a main contact person in the organisation to support the placement holder. A meeting with all placement holders will be scheduled later in the year to exchange learning and facilitate networking. The RDA will signpost the placement holder to any further learning opportunities, and support the creation of a profile on the Rochdale Creates website.

The ideal candidate will:

- (E) Be 18 years or older on the start date of the contract
- (E) Have some experience in event / performance management
- (E) Be an excellent communicator, experienced in communicating with a variety of stakeholders
- (E) Have a strong commitment to equity, diversity and inclusion & environmental responsibility
- (D) Have experience and a strong interest in working with artists and local communities in Rochdale
- (D) Have a proactive attitude and approach
- (D) Experience of working in a community setting

Please note we are particularly interested in candidates who live or work in Rochdale Borough, and as an equal opportunities employer, we also welcome applications regardless of age, sex, disability, race, gender reassignment, sexual orientation, religion & belief, marital & Civil Partnership status or socio-economic background.

How to apply

We want to find out how your ambitions and experience are a good match for the placement. In a 2-page covering letter (max) & CV or voice/video recording (5min maximum), please outline:

- Why you are interested in this role
- How your ambitions and experience match the job description above
- How your commitment to equity, diversity and inclusion, and environmental responsibility is evident in your previous work / voluntary / lived experience
- Your availability on the outlined dates

Applications should be submitted to: admin@rochdalecreates.co.uk, clearly stating 'Event Management Placement' in the subject line.

Deadline: Thursday, 18th July '24 by 12noon

Selection Process

Applications will be anonymised and scored against the requirements above by our selection panel. Shortlisted candidates will be invited to an interview, which will take place on Tuesday 23rd July 2024.

For an informal chat about the role please contact: Annika Edge, Principal Culture Officer, RDA on a.edge@investinrochdale.co.uk.