

# Exhibition and Events Co-ordinator

## Greenwich Peninsula and NOW Gallery

Salary will be paid up to £23,000- £26,000 per annum full time or full time equivalent.

(Reporting to the Cultural Projects Manager)

**2019 will be an exciting cultural milestone at Greenwich Peninsula where an ambitious Summer Programme of new public sculpture and site commissions are being unveiled. The Events and Exhibitions Coordinator will have an operational overview of arts projects and will support the Cultural Projects and Placemaking team with event management, artist liaison and first-class financial administration. We're looking for a creative, confident, efficient graduate with great people skills.**

**This permanent is based on the Greenwich Peninsula (North Greenwich tube) but may require visits to other locations as the job demands. Working hours are 5 days per week from 9 am to 5.30 pm. Holiday entitlement is 25 days pro rata per annum plus bank holidays.**

**Other benefits include generous pension contributions and on completion of successful probation season ticket loan, cycle to work scheme and private health insurance.**

**Please note in all instances you must have the right to work in the UK.**

Scope:

Applicants must have smart appearance and an eye for detail and be able to multi task. Experience in office or studio management, diary management, exhibition display processes is desired.

### **Project co-ordination:**

- Financial monitoring and reconciliation.
- Rota management for volunteers and temporary staff.
- Raising purchase orders for artists, technicians and exhibition contractors.
- Creating a critical path for projects and their delivery.
- Artist/Designer liaison.
- Co-ordinating Project team meetings.
- Drafting artist contracts.
- Supporting the cultural marketing strategy.

### **Partnerships:**

- Support ongoing and new cultural partnerships.

### **Administration:**

- Diaries and project meeting management for the Cultural Team (NOW Gallery Curator and Cultural Projects Manager)
- Co-ordinate event marketing collateral liaising with graphic design agencies.
- Liaison for NOW Gallery social media platforms, Twitter, Facebook, Instagram, Tumblr.
- Creating cultural presentations.
- Draft photography and filming briefs.
- Maintain project files and archives.

- File and maintain health and safety and insurance files.

**Festivals and site- wide cultural installations:**

- Supporting live events programme for Cultural festivals and pavilions programme.
- Co-ordinating security and staffing rotas.
- Sponsorship information.
- Site visits.
- Event site plans.
- Marketing collateral.
- Archive photography.
- Support stakeholder liaison.

*How to Apply:*

*Submit your CVs (with relevant experience) accompanied by a covering letter detailing why you are suitable for the role.*

Deadline for submissions: midday, 25 February 2019

**About Greenwich Peninsula:**

On [Greenwich Peninsula](#), London is transforming. This almost-island of opportunity presents a blank canvas to imagine, to create, to build; an opportunity for a new London.

The Peninsula's first settlers are creating a new urban neighbourhood across an area twice the size of Soho. With 15,000 new homes, 13,000 new jobs and 7 diverse new neighbourhoods emerging the Peninsula will be the capital's most boldly modern landscape. The new [Design District](#) launches in 2020, cutting-edge design and media university Ravensbourne is here, and a 5km linear park opens this summer; here is a celebration of new creative energy and ideas all wrapped by the Thames.