



Freelance Events Manager job description:

About us

We are Leicester's largest South Asian dance academy specialising in Bharatanatyam, Bollywood and Folk dance. We want people to be inspired by the artistic possibilities of dance movement and be enriched through the power of community and heritage. In the 35 years we have been operating, we are proud to have developed globally recognised and award-winning artistic talent. We draw on the dynamism of the youth, and self-expressive power of the British diaspora to make South Asian dance accessible.

We do this in three ways:

1. We teach dance to over 200 people ranging from ages 3 through to 55+.
2. We entertain live audiences with our showcase performances and touring productions.
3. We promote the Performing Arts to hard-to-reach communities with our outreach programmes.

With the support of the Arts Council's National Portfolio Organisation (NPO) fund, we are embarking on a three-year journey to grow our organisation and extend our reach. We are looking for part-time events manager to support us with this growth.

About the role

We are looking for part-time Freelance Events Manager to support us with the delivery of six NPO funded events over a 12- month period, with a possible extension to three years. Working directly into the NPO Programme Director, you will own the project full-life cycle of the following events:

- City-wide South Asian classical dance and music festival.
- Annual performance of our full academy dance showcase.
- Dance orientated well-being projects for the over 55s community in Leicester.
- Carnival-style folk dance parade through Leicester's City Centre.
- Series of Dance & Arts events leading to an Arts Awards qualification for children.
- Performing Arts skills development programme (in theatre management, spoken word and radio presenting) with our local partners for ages 14+.

The role is primarily based in Leicestershire but with the opportunity for hybrid working.

Our requirements

What we require:

- Previous experience of events management and/or events co-ordination
- Experience and knowledge of the Performing Arts sector
- Ability to take initiative to 'get things done' whether independently or by coordinating teams
- Stakeholder relationship management experience
- Effective time management and workload prioritisation skills
- Confident written and verbal communication skills; including negotiation skills, customer service and relationship management

What is preferable:

- Working knowledge of project management tools (e.g., MS Excel, Trello, MS

Projects)

- Local knowledge of the Leicestershire area and community
- Enhanced DBS clearance

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Please send your CV to enquiries@nupurarts.org.uk

Job Type: Part-time (Freelance)

Part-time hours: 20-24 per week

Salary: From £13,600.00 per year

Schedule:

- Flexitime

Work Location: Hybrid remote in Leicestershire

Application deadline: **29/05/2023**

Expected start date: June 2023