

## Colours of Redbridge (Creative People and Places) Event Manager / Event Producer

### Introduction and context:



Colours of Redbridge is a programme of community-led arts and culture in the borough of Redbridge. It is part of Creative People and Places (CPP), a national programme from Arts Council England, empowering local people to decide what culture happens in their area.

Our evaluation to date shows we've reached new audiences through high-quality work, improving residents' lives through our projects. We're transforming arts and culture in the area from a low priority to a celebrated tool for daily life.

Our work includes a vibrant South Asian Truck Art project, a cultural food festival and a disability-led street carnival. Uniquely, we train local 'Community Producers' to develop and deliver projects, creating a more socially engaged, prosperous, and creative region. Our most successful initiatives are produced in-house with world-class creatives, guided by community engagement and a strong local voice.

In a time of economic and demographic change, we believe local empowerment can help to redefine Redbridge and transform it through culture. Our vision is for arts and culture to thrive in the borough, with residents feeling involved, valued, and empowered to lead cultural experiences.

Culture drives stronger, cohesive communities, and we aim to amplify under-represented voices, building a healthier, happier borough while addressing key challenges like the cost of living, health, and skills development.

Our mission: ‘Exceptional local communities with big ideas, creating brilliant cultural experiences for Redbridge to enjoy together.’

Redbridge is an outer-London borough of over 300,000 residents in nearly 100,000 households. We are one of London’s greenest areas with 35+ parks and open spaces. Redbridge has a rich history linked to the television and photographic industries and is among the most diverse boroughs, with over 50 nationalities and 100 languages spoken.

More information on our work can be found by reading our [2024 project summary](#), original [business plan](#), and first year [evaluation report](#).

Colours of Redbridge is governed by a consortium of organisations led by [Vision Redbridge, Culture and Leisure](#) (VRCL) with representatives from the following local organisations: [Friends of Loxford](#) (FOL), [Muslimah Sports Association](#) (MSA), [Community Action Redbridge](#) (CAR), [SPACE Studios](#) (SPACE) and the [Ilford Business Improvement District](#) (Ilford BID).



## **JOB DESCRIPTION**

<b>Job title:</b>	Event Manager / Event Producer
<b>Department:</b>	Culture & Libraries (Colours of Redbridge, CPP)
<b>FT/PT:</b>	Full time, fixed term contract until 31st March 2026 with a potential to extend subject to fundraising targets
<b>Location:</b>	Main office will be at Vision Redbridge Culture & Leisure, Redbridge Central Library, Ilford, IG1 1EA, with work required in other locations across Redbridge.
<b>Salary:</b>	Circa £34,000 per annum
<b>Reports to:</b>	Colours of Redbridge Programme Director
<b>Notice period:</b>	Two months on either side following the successful completion of a six-month probationary period
<b>Responsible for:</b>	Artists, health and safety advisor, access advisor, contractors and venues/locations
<b>Hours of work:</b>	Monday to Friday with core hours between 10:00-16:00. This role will necessitate working during evenings and weekends. We operate a Time Off in Lieu (TOIL) system, so that additional time worked is taken off.  This role will necessitate occasional travel. Any business travel and accommodation will be reimbursed through expenses.
<b>DBS:</b>	You will be required to provide the necessary documentation for the checks to be carried out. We also reserve the rights to request additional DBS checks anytime in the future.
<b>Annual leave:</b>	25 days paid leave plus public holidays.

**The successful candidate will be employed by Vision Redbridge Culture and Leisure (VRCL) who are the grant holder and lead organisation for the Colours of Redbridge Consortium.**

**VRCL is an equal opportunities employer. We celebrate diversity and are committed to providing an inclusive environment for all our employees.**

## **Key duties and responsibilities**

### **Main purposes of the role**

- To provide all logistical and operational support in developing and executing three large-scale public arts commissions in 2025, with a view to support further projects
- To realise the ambitions of the team of Community Producers and local communities to ensure each commission is led by their decisions whilst still ensuring a high-quality experience

### **Responsibilities**

#### General

- To provide logistical expertise in order to help realise the artistic vision of the programme with three high profile public art commissions
- This would suit a candidate working as an Arts Producer, Event Producer, Event Manager, Festival Producer or Production Manager

#### Event Management

- To advise on the feasibility of each project
- To draw up an initial budget for each project (artist fees, venue, technical, site infrastructure, crew, security and first aid) and input real figures as they emerge, updating the Programme Manager regularly
- To create a project plan and risk register for each project, outlining key timelines and deadlines, along with what tasks can be undertaken by the Community Producers
- Research and approach venues and locations who could host the activities, negotiating any contracts or terms of delivery, and attending site visits as required
- Assist the Programme Director to research and approach artists and creative organisations who could steer and deliver the projects

- Procure or contract site team personnel and suppliers (sourcing quotes and ensuring best value)
- Create rehearsal and event schedules, call sheets and site briefing documents
- Prepare site packs with all relevant materials and paperwork

### Health and Safety

- Identify any projects requiring event licences and lead on the application process
- Represent Colours of Redbridge at relevant Safety Advisory Group meetings
- Prepare Event Management Plans for all three projects (supported by the Health and Safety consultant) and summaries for Safety Advisory Group meetings
- Act as the Responsible Person and Event Control for events
- Collate required documentation for suppliers such as Public Liability Insurance Certificates, Risk Assessments and Hygiene Certificates (caterers)
- Review all Risk Assessments and associated documentation, supporting any organisations to create more robust plans where necessary

### Artist Liaison

- Collate required documents from artists and suppliers such as Risk Assessments, Technical Specifications and Proof of Insurance
- Organise any travel and accommodation required
- Act as the main point of contact for all correspondence with artists or creative organisations, ensuring expectations and relationships are managed

### Access

- Work with artists and venues to ensure we take into consideration a wide range of access requirements for each project
- Work with the team and Access Consultant to provide additional accessible

opportunities such as touch tours, audio described performances, BSL or site infrastructure such as hearing loops, ramps, changing places units or viewing platforms

### Community Engagement

- Work with the Programme Manager to identify and recruit suitable volunteer roles for each project
- Attend meetings with the Community Producers to get feedback on project progress so far, and ensure they make decisions about key elements of the delivery of each project
- Organise and attend Go and See visits with Community Producers to ensure they see a wide range of high-quality experiences to help inform their decisions

### Other

- To work on at least one touring commission where one Colours of Redbridge project is toured to another site in the UK, as a way to generate additional income for the organisation
- To work within the policies and procedures of Colours of Redbridge
- To manage the programme delivery ensuring all programme activity complies with current legislation relating to Safeguarding, Health and Safety, Equality, Risk Management and GDPR
- Any other duties as may reasonably be expected for the effective delivery of the project

Please note that we actively encourage people from a variety of backgrounds to apply. We are particularly keen to hear from people from ethnically diverse backgrounds and from candidates who self-identify as D/deaf and disabled.

## **Personal specification**

### **Knowledge and experience**

- Extensive experience of producing or managing free events in the public realm (ideally within an arts context) with audiences of over 1,000 people
- Experience of applying for premises licences and Temporary Event Notices for large-scale outdoor events
- Experiences of producing Event Management Plans and attending Safety Advisory Group meetings
- Experience of on-site event management, acting either as the overall responsible person or in a senior position to manage safety and event logistics
- Knowledge base of freelancers and suppliers (ideally in East London) who can help to deliver the projects at best value and to a high quality
- A knowledge of local audiences in Redbridge and how the programme can be shaped to better serve them (desirable)

### **Skills and ability**

- An ability to work alongside community groups as participants and decision makers
- Excellent project management skills, using appropriate methods to track progress and improve efficiency
- Excellent written and verbal communication skills in English to develop Event Management Plans and Risk Assessments with an ability to recognise the key information to include
- The ability to work flexibly during the course of employment as required (such as travel to different locations or working with individuals with differing needs)

### **Personal attributes**

- Problem-solving and lateral thinking, finding new approaches to solve problems or apply unique approaches to challenges
- Team player, working as part of a small team, supporting each other and

ensuring we work together to make the biggest impact possible

- Ability to form strong relationships and influence a range of stakeholders to ensure the projects go ahead
- Able to work under pressure, multi-task and to set and meet strict deadlines
- Commitment to inclusion, diversity and equality

## **Application process**

To apply, please visit <https://visionrcl.org.uk/jobs-careers/>

**Closing date** Friday 7<sup>th</sup> February 2025

**Interviews:** Tuesday 18<sup>th</sup> and Wednesday 19<sup>th</sup> February 2025

**Anticipated start date:** April 2025