



## Event Management – 2017 Pride Festival

Job Title:	<b>Event Manager</b>	Job Category:	Freelance
Location:	96 Bold Street, Liverpool, L1 4HY	Travel Required:	Yes. Liverpool/Merseyside Day only
Date posted:		Closing Date:	5pm, Tuesday 21 <sup>st</sup> February 2017
Reports to:	Liverpool Pride Board of Trustees	Responsible for:	Liverpool Pride Event Management
Applications Accepted By		Further Information	
Email to <a href="mailto:tenders@liverpoolpride.co.uk">tenders@liverpoolpride.co.uk</a> by 5pm on Tuesday 21 <sup>st</sup> February 2017.		Ahead of submitting an application, to arrange a Site Visit and discuss this opportunity further, please contact – James Licence - <a href="mailto:James.licence@liverpoolpride.co.uk">James.licence@liverpoolpride.co.uk</a> or 07944 900838	

### ABOUT LIVERPOOL PRIDE

Liverpool Pride was founded in 2010 as a community project to promote equality and diversity, advance education and eliminate discrimination in relation to lesbian, gay, bisexual and transgender (LGBT) people through the annual Liverpool Pride festival and year round programme to support the needs of LGBT people in Liverpool, Merseyside and Halton. Liverpool Pride is a charity registered in England & Wales (1140792)

Our cultural events aim to help improve the well-being of the local LGBT communities and their friends and families, offering fun, accessible participation events throughout the year for all ages and tastes.

The centrepiece, the open-to-all Pride March regularly attracts around 5,000 participants and a further 3,000+ spectators and is a showcase for the city's LGBT community. It culminates in a large open air festival, with well known and loved headline acts which draw audiences from across the region and UK.

Events are arranged in partnership across the city to create safe, friendly environments for LGBT people to meet and take part in a range of activities. These can include guided gallery tours, exhibitions of LGBT history, film, gardening, football, dance, drama and photography, plus much more.

The festival is funded through a mix of local authority and public sector grants and sponsorship; charitable foundations; fundraising events; on site concessions and stalls.

Liverpool Pride has previously attracted audiences of between 25,000 and 40,000 visitors. Liverpool Pride 2017 will take place on Saturday 29<sup>th</sup> and Sunday 30<sup>th</sup> July 2017 in The St Georges Quarter of Liverpool (St Georges Plateau, St Johns Gardens and William Brown Street) and will be a festival style gathering consisting of a Stage on William Brown Street, Stage / Performance Space on St Georges Plateau and a small stage within the community marquee in St Johns Gardens. Various Street-Style food outlets along with bar facilities and retail concessions will also be located across the site. Liverpool Pride works with an overall budget of around £125K.

[www.liverpoolpride.co.uk](http://www.liverpoolpride.co.uk)

Correspondence Address: Liverpool Pride, 96 Bold Street, Liverpool. L1 4HY  
Registered Address: Liverpool Pride, 151 Dale Street, Liverpool. L2 2AH  
Company No 7331788 Registered Charity No 1140792 (England & Wales)



# ABOUT THE ROLE

We are looking for an enthusiastic and organised individual or company to join our team as Event Manager. We are searching for someone with relevant experience, creative ideas and excellent organisational and communication skills to manage our growing festival operations team to deliver our Liverpool Pride Festival to support the needs of the LGBT community in Merseyside.

Applications are welcome from individuals and companies and applicants should have relevant experience in outdoor events, ideally in an urban setting.

## CONTRACT LENGTH

The contract will run from appointment until August 31<sup>st</sup> 2017. There will be an option to extend the contract, subject to satisfactory performance, full debrief, funding and contract evaluation. The Board of Trustees would then be happy to receive a proposal for 2018, without the need for a full tender application.

All contracted partners must submit a Final Event Evaluation within 1 month post event, highlighting any; Strengths, Weaknesses, Opportunities, Lessons Learnt and provide any recommendations for future delivery.

All tenders submitted and post evaluations will be measured on; Value for Money, References / Track Record, Creativity and Commitment to Equality & Diversity.

## CONTRACT MANAGEMENT

The contract will include working with the Board of Trustees and relevant agencies and commercial service providers.

The Event Manager will be accountable to the Liverpool Pride Board but will work closely with other contractors including programme, sponsorship, PR and Marketing Management, March Manager, this list is not exhaustive.

The Event Manager will report directly to the Board of Liverpool Pride.

## GENERAL DETAILS

Some funding for the event has already been secured but we would look for the successful candidate to also attract and maximise any income streams for the event, in coordination with our Sponsorship Manager. More details can be given on income generation should it be required.

Whilst the event is being organised by Liverpool Pride, the event is being supported and backed by Liverpool City Council and Merseyside Police.

The Board of Liverpool Pride would like to seek tenders for the above, from those with a successful event management portfolio, which can be successfully referenced by 3x individual organisations. Event experience within the Liverpool City Region is desired, but not essential.

Quotes for goods or services from external providers, should be requested from 3x separate suppliers, detailing exactly the items or services they are providing and must also include any VAT costs, if applicable. All quotes should then be forwarded to the Board for approval, which must fall within budget.

# ROLES AND RESPONSIBILITIES

## Safe, Secure and Well Managed

- Act as Event Manager for the Liverpool Pride Festival and assume all associated responsibilities including the Event and Site Plans.
- To keep accurate records of project activity and to evidence progress towards project outcomes by producing a regular highlight report to agreed timescales.
- Ensure current risk assessment documents are up to date.

- To be responsible for ensuring that all relevant policies and procedures are in place and complied with for all activities (e.g. risk assessments, safeguarding, insurance);
- Represent the event at Joint Agency Group (JAG) meetings with a view to securing approval at the Safety Advisory Group (SAG).
- To act as Site Manager during the Build, Event and De-Rig Phases of the event, which are safe, efficient and effective.
- To negotiate best prices for equipment and infrastructure as directed by the Board.
- Recruit any key staff / contracts as necessary, directed by Board request / approval.
- To assist and maximise site income to ensure the event is financially viable.
- To create interactive activity within St John's Gardens (Family Area) and around the event site, suitable for all ages, particularly young children, that fully represents all aspects of LGBT life and adds value and attraction for the main event. Also ensure all activity across the event site is representative of LGBT life as above.
- To provide accurate sitemaps and site production plans for Board / JAG approval.
- Devise an efficient cleansing plan with accurate costings- pre event, for Board / JAG approval.
- Provide regular updates and attend regular fortnightly meetings as required by the Board. Weekly meetings will take place nearer the event. Dates to be arranged.

## **Upholding Our Values**

- Undertaking work while maintaining the reputation and agreed values of Liverpool Pride
- Support the delivery of a festival that encourages visibility of LGBT communities.
- Support the delivery of a festival programme that highlights and works with the LGBT communities of Liverpool and Merseyside (including Halton), working closely with the Programme and Production Manager.

## **EQUAL OPPORTUNITIES**

Liverpool Pride is an organisation that promotes equality and diversity, particularly in the areas of sexuality and gender identity. Applications are open from any individual or company regardless of sexuality or gender identity as well as race, religious belief, sex, disability or any other irrelevant factor.

## **HOW TO APPLY**

Evidence of events or references for organisations you have previously worked with in an Event Management or Safety Management capacity to support your application is essential. References will be requested from the contacts provided.

Applications of Interest should be emailed to [tenders@liverpoolpride.co.uk](mailto:tenders@liverpoolpride.co.uk) by 5pm, Tuesday 21<sup>st</sup> February 2017. Applications received after this time, may not be considered.