



Freelance Event Manager

Job Description

UpFront Survivors Pop-Up Cultural Space event, Viv Gordon Company

Fixed term contract

Location: Gloucester

Term: November 2024 -March 2025

Event Delivery: February-March 2025 dates TBC

Overview of Contract

The Freelance Event Manager will help create and deliver the UpFront Survivors Pop-Up Cultural Space weekend programme in Gloucester, in February and March 2025.

About the Project:

Viv Gordon Company makes work by, with and for child sexual abuse (CSA) survivors and creates spaces for CSA survivors and allies to come together and claim cultural space to make noise about our experiences, rights and concerns. Our work seeks to remove barriers to participation for CSA survivors and drive narrative change moving away from ideas of guilt, shame, isolation and cultural silencing towards celebrating survival as a creative act.

We are delivering a national, multi-year project called UpFront Survivors funded by the Home Office. We piloted our pop-up cultural space in Bristol in March 2023 ([click here for a video](#)) and delivered a programme and pop-up space in Leeds in 2024. The Gloucester Pop Up Cultural space will be the culmination of the UpFront Survivors trainee programme. Across the event weekend(s), creative workshop trainees on the programme will deliver workshops for CSA survivors and allies. This will be programmed alongside a series of creative events, which are currently in development (dependent on the final venue selected for the events) and will likely include an open mic night, live performance, film screening(s) and a visual arts exhibition.

More information about the UpFront Survivors project [is available here](#).

We are looking for a Gloucestershire-based freelance contractor to join us, who has local knowledge and experience in arts producing or events management. You may have experience in producing a theatre show, putting on workshops, running open mic nights, organising activism events – or something else bringing people together.

Services Description

Between November 2024- March 2025 you will help Viv Gordon Company to create and deliver the UpFront Survivors Pop-Up Cultural Space series of workshops and events in Gloucester, in February and March 2025. Reporting to (and with the support of) the Lead Producer, this will include:

Pre-production

- Supporting marketing activity, including local print distribution in Gloucester and direct mail to local contacts and networks
- Getting quotes and negotiating rates from hire companies for equipment needed
- Getting quotes from catering companies
- Developing print distribution lists and distributing flyers/posters locally
- Developing Event Management Plan including risk assessments with Lead Producer
- Researching artist accommodation options

Production / Event

- Front of House management, including front of house shifts
- Daily set up and pack down of event space & activities (with team)
- Liaising with suppliers
- Welcoming artists and audiences to the space
- Keeping track of audience bookings and updating the team

Post-production

- Supporting audience evaluation at the event, contributing to post-event team debrief/evaluation.
- Ensuring invoices & receipts are received and filed for Lead Producer to reconcile budget

General

- Providing the Lead Producer with budget updates, collating invoices & receipts in a timely manner, in line with VGC's finance processes
- Liaising with project partners and the project creative team
- Following access requirements of the Company, artists, trainees and attendees of the events

About You

The successful Contractor will demonstrate the following skills:

Essential

- At least 3 years experience of event management planning and delivery
- Local knowledge of the cultural and/or activism scenes in and around Gloucester
- Strong communication skills, with the ability to work well in a team and independently

- Experience following financial processes e.g. filing receipts, getting written quotes
- Proven organisational skills
- Attention to detail
- Experience of researching information to create sharable information documents for team members
- Experience of creating events that are accessible and inclusive for colleagues and audiences with a range of access needs
- A base within a commutable distance of Gloucester

Desirable

- Experience of being in survivor-led or activist spaces
- Experience of working in support settings and using active listening skills
- Experience of using Google Drive as a shared file storage system

What's the fee?

Fixed fee of £2,750 (which equates to 15-20 days depending on experience).

A separate access budget is available, and access to wellbeing support.

What will the hiring process be?

Please send (PDF or Word format preferable):

- A short cover letter (approximately one side of A4) OR a voice/video recording (approximately 2 minutes long) explaining how you meet the job criteria and why you are interested in the role. Please reference the job criteria in your answer.

and

- An up-to-date CV. including 1 reference

to hello@vivgordoncompany.com

Deadline: 27th September, 5pm

Interviews: 8th October, On Zoom

Please fill out our Equal Opportunities monitoring form here:

<https://forms.gle/6e2GJc1MyxESZNqQ6>

This contract will be subject to a satisfactory DBS check.