



## Opportunity Callout Freelance Event Manager UpFront Survivors Pop-Up Cultural Space event Viv Gordon Company

Fixed term contract  
Location: Leeds  
Term: January-March 2024  
Event Delivery: March 2024 date TBC

### Overview of Contract

The Freelance Event Manager will help create and deliver the UpFront Survivors Pop-Up Cultural Space weekend programme in Leeds, in March 2024.

### 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 we are bringing our training programme and pop-up space to Leeds in early 2024. The Leeds Pop Up Cultural space will be the culmination of the UpFront Survivors trainee programme. Across the weekend, 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 Leeds-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 January - March 2024, you will help Viv Gordon Company to create and deliver the UpFront Survivors Pop-Up Cultural Space weekend of workshops and events in Leeds, in March 2024. Reporting to (and with the support of) the Lead Producer, this will include:

- Supporting the set up of UpFront Survivors creative trainee workshops, and supporting the trainees within the event space
- Helping to create and deliver the programme live survivor-led events, including an open mic
- Supporting marketing activity, including local print distribution in Leeds and direct mail to local contacts and networks
- 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
- Supporting audience evaluation at the event, contributing to post-event team debrief/evaluation.

## About You

The successful Contractor will demonstrate the following skills:

### *Essential*

- Strong communication skills, with the ability to work well in a team and independently
- Experience of event management planning and delivery
- Experience of budget support and following financial processes
- Proven organisational skills
- Attention to detail
- Experience of formatting documents using Google Docs, Microsoft Word or equivalent
- A base within a commutable distance of central Leeds
- Local knowledge of the cultural and/or activism scenes in and around Leeds
- Awareness of access and inclusion for colleagues and audiences with a range of access needs.

### *Desirable*

- Experience of being in survivor-led or activist spaces
- Experience of working in support settings and using active listening skills

### What's the fee?

Fixed fee of £2,100 (which equates to approximately 12 days across the project at £175 per day).

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.

and

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

to [hello@vivgordoncompany.com](mailto:hello@vivgordoncompany.com)

Deadline: 9am on Monday 11<sup>th</sup> December 2023.

Interviews: Thursday 14<sup>th</sup> December 2023 - by Zoom.

Please fill out our Equal Opportunities monitoring form [here](#).

This contract will be subject to a satisfactory DBS check.