

Person Specification

Job Title	Music Events Coordinator
Grade	PO1 – 14 hours per week TTO (39 weeks)
Service/Section	Royal Greenwich Music Service
Directorate	Children's Services

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
Significant evidence of achievement within the events sector	E
A comprehensive understanding of risk assessments, safeguarding, and compliance with legislation, including child performance licensing.	E
A good knowledge of managing or coordinating music-related equipment, staging, instruments, and technical requirements	D
Skills and Abilities	
Ability to manage multiple events simultaneously from concept to delivery	E
Excellent time management skills with the ability to prioritise and meet deadlines under pressure.	D
Strong organisational skills with a keen eye for detail	D
Ability to work flexibly including evening and weekends, as needed.	E
Experience	
Experience of working or volunteering in culturally diverse settings	D
Experience embedding inclusive and sustainable practices into events or programmes	D
Experience of working with children/young people and/or community groups	D
Equal Opportunities	

<p>Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.</p> <p>Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.</p>	E E
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