

## Person Specification

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

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

Criteria	Essential/ Desirable
<b>Knowledge</b>	
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
<b>Skills and Abilities</b>	
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
<b>Experience</b>	
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
<b>Equal Opportunities</b>	

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