

## Event Officer: Grand Theatre Arts Wing



The project will involve planning a programme of events for the Grand Theatre Arts Wing from start to finish according to requirements, target audience and objectives.

You'll be responsible for coming up with suggestions to enhance the events' success, and preparing budgets and revenue income targets

### Job brief

We are looking for an Event Officer to help organise events that will make an impact to a target audience. You'll ensure events are successful and cost-effective, paying attention to budget and time constraints.

An event officer is a project manager who understands marketing and promotion techniques. We want to see enthusiastic candidates with fresh ideas and the organisational skills required to not leave anything about an event to chance.

### Responsibilities

- Help plan programme of events from start to finish according to requirements, target audience and objectives
- Come up with suggestions to enhance the programme event's success
- Prepare budgets and ensure adherence
- Source and negotiate with vendors and suppliers
- Coordinate all operations

### Requirements

- Computer savvy; proficient in MS Office
- Excellent communication and organisational skills
- A knack for problem-solving
- Customer-service experience
- A team player with leadership skills