



Portsmouth
Creates

**FREELANCE
EVENT
MANAGER
RECRUITMENT
PACK**

JULY 2024



ABOUT PORTSMOUTH CREATES:

Portsmouth Creates is a Community Interest Company, operating in the heart of Portsmouth. Our strategic objective is to support the growth of our creative and cultural sector across the city. We connect, support and advocate for Portsmouth's creative community. Nurturing our talent and building our pipeline through creating pathways across the sector.

OUR MISSION STATEMENT:

We create opportunities through and for creativity. We know that access to creativity and culture empowers and enriches all lives. Through enabling a creative Portsmouth, we will contribute to the development of a vibrant, inclusive place with a strong sense of identity, ambition, heritage, and pride.

Collaboration and co-creation are at the heart of our work. We work across a range of partnerships with multiple approaches to developing Portsmouth's creative growth.





OUR VALUES: (in alphabetical order)

Creativity - Creativity is our thing! We are passionate about enabling and developing creative thinking and practice. Creativity enables new opportunities, partnerships, connections and innovation. We believe creativity is an infectious energy that supports development and wellbeing.

Equability and Inclusion - People are at the heart of what we do. We work to create access, opportunity and a fair, level playing field for everyone. We are committed to an inclusive work culture where everyone who works with or for us is treated with respect and integrity. We advocate for our partners and those we collaborate with to share this value and work to address inequality, increase access and engagement across our city and beyond.

Positivity - Through action, caring, joy and generosity of spirit we work to positively contribute to Portsmouth's sense of place. Making a difference and championing our creatives, communities, and city along the way.

Trust and respect - Through being our authentic selves, having clarity about what we do and why, being approachable, actively listening, supporting and working to making a difference we aim to build solid relationships and collaborations built on trust and respect.

EVENT MANAGER ROLE:

Portsmouth Creates is seeking a Freelance Events Manager to lead the delivery and onsite event management of its annual conference, WE CONNECT 2024, taking place on Thursday, September 12th at Fratton Park.

The day will focus on Community and Creativity: Inclusion through collaboration. The ideal candidate will be a first-class event planner, a strong communicator, enthusiastic and organised, with exceptional attention to detail. You will work with team members to develop and deliver the WE CONNECT 2024 Conference, including guest speakers, breakout workshop sessions, and the relevant planning, logistics, and administration connected to event management.

KEY RESPONSIBILITIES:

- **Responsible to:** Portsmouth Creates Chief Executive, Gemma Nichols
- **Responsible for:** Contractors
- **Work with:** The Portsmouth Creates team

WORK TO INCLUDE:

Budgeting and Planning:

- Work with the Chief Executive to prepare budgets, set deadlines and develop content.
- Shape and manage the event plan, including tasks and responsibilities for pre-event, on-the-day, and post-event activities.
- Implement budget management, invoicing, and logistics.

Policy Adherence:

- Adhere to our values and develop plans and policies associated with the event, including health and safety, access, and inclusion.

Coordination and Procurement:

- Procure, negotiate, contract, and coordinate delivery partners and freelance contractors (speakers, technicians, etc.).

Marketing and Communications:

- Work with the Marketing and Communications Manager on event promotions and communications.
- Work with the team on data capture and collection.

Problem-Solving:

- Resolve problems and guest inquiries before and during the event.
- Manage the event team (Portsmouth Creates Core Team) to effectively deliver the conference

Reporting:

- Prepare update planning reports before the event
- Produce a post event report
- Led on the evaluation report (connected to data and feedback)



PERSON SPECIFICATION:

We value diversity and the role it plays in a positive workplace culture. We wish to continue to broaden the diversity of our team and welcome candidates who can contribute greater diversity of representation and thinking, including Black, Asian, and ethnically diverse people, LGBTQ+ people, people with disabilities, and those with experience of socio-economic disadvantage.

Essential experience, knowledge, and skills:

- Event management
- Strong written and verbal communication skills, able to build relationships and work well with internal and external stakeholders
- Effective time management and organisation skills
- High level of competence with Office-based software
- Budget management

Desirable experience, knowledge, and skills:

- A good working knowledge of Portsmouth and Creative sector

There is a project delivery budget of up to £3000 for event management services.

APPLICATION PROCESS:

To apply for this role, please send a copy of your CV along with a covering letter expressing your interest in the position to gemma@portsmouthcreates.co.uk.

Application Deadline: Wednesday 24th July 2024

Interview Dates: Wednesday 31st July 2024, interviews will be conducted in person or online.



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