



Event Coordinator, Van Gogh House & Gallery C.I.C

www.sanmeigallery.co.uk www.vangoghhouse.co.uk

Location: Brixton, London

Type: Part-time 21 hrs a week, with flexibility around events. Initially working on a 6-month contract, with the possibility of moving to a permanent position upon completion.

Salary: £11.50 per hour

Contact: anna@vangoghhouse.co.uk

Reports to: Director of Programmes

Description:

Van Gogh House & Gallery C.I.C. is looking for an organised and creative event coordinator to support and market private hires, manage suppliers, book casual staff and keep abreast of event best practice in both Van Gogh House and San Mei Gallery, the organisation's two spaces. This role will support the growth of private events at the spaces. This role will also support in-house events, such as supper clubs, at both spaces, and there will be an opportunity to be involved in the design of these.

About Van Gogh House & Gallery C.I.C.

Van Gogh House & Gallery C.I.C. operates two spaces in North Brixton, Van Gogh House and San Mei Gallery. The former is the Georgian terrace in which the eponymous painter once lived with a mission to support artists within their lifetimes. After a restorative capital project the house opened in 2019, and has since hosted exhibitions and artist residents. San Mei Gallery is an independent space for contemporary art in South London, committed to research-led, educational and collaborative exchanges. Both spaces are available to hire for private dining, evening receptions, film and photoshoots etc. and over the next year we aim to increase the frequency of private hire as it moves to provide an important unrestricted income for the running of our arts venues. There are also plans with both spaces to host in-house supper clubs and food events with emerging chefs and artists, as well as fundraising dinners, to further contribute to earned income.

Find out more at www.sanmeigallery.co.uk www.vangoghhouse.co.uk



The Role

The successful candidate must be able to fulfil the following position responsibilities.

Private Hire

Administration

- Respond to and track enquiries for private hire of both spaces
- Keep rate cards up to date
- Drafting hire contracts and invoices
- Tracking payments with the Finance Manager
- Managing the venue hire calendar ensuring programming activities do not clash with private hires and other users of the building are aware of upcoming events.
- Keeping venue hire database up to date
- Vetting new suppliers
- Keeping furniture and tableware inventory up to date
- Keep up to date with government Covid guidelines for events, and event best practices more generally.

Event delivery

- Supporting clients to organise their events
- Liaising with suppliers, in particular, the Annapurna Cafe chefs onsite at San Mei Gallery
- Double-checking client's deliveries
- Booking casual staff
- Duty managing events or booking another Duty Manager
- Managing noise levels
- Acting as a keyholder at lock-up
- Booking cleaners for post-events
- Managing internal venue hire budget and client event budgets

Marketing

- Keep Tagvenue and Hirespace profiles up to date
- Produce content for the events Instagram
- Booking photographers
- Maintaining onsite advertising
- Attend networking events
- Pay close attention to the brands of the two spaces when styling and suggesting suppliers, in particular with Van Gogh House which has a focus on natural materials, slow living and sustainable practices.
- Reaching out to potential clients
- Building relationships with other venues for reciprocal support
- Support marketing for San Mei supper clubs and other events

In-house Events

- Scope to support the curation of in-house supper clubs in conjunction with artists
- Styling tables and event spaces



- Sourcing and building relationships with emerging chefs and artist food collectives
- Duty managing and delivering events as above, particularly keeping event schedules to time.

Other

- Weekend and out of hours work will be required occasionally.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Essential skills:

- Extremely organised with a strong attention to detail
- Excellent communication skills and ability to interact with stakeholders at all levels
- Experience of the events industry
- Experience of running events in a professional, voluntary or personal capacity
- Self-motivated and able to take initiative
- IT literacy
- Flexible schedule

Desirable skills:

- Experience of private hire in cultural or charitable organisations
- Experience of managing suppliers and existing supplier contacts
- Basic knowledge of marketing strategies for private hire
- An understanding of where the arts and food culture cross over
- Experience running supper clubs
- Creative flair in designing events, willingness to work with artists

Desirable training*

- First Aid
- Health and safety
- Fire Safety
- Adobe suite experience in particular Indesign

*we are otherwise happy to provide this training for the right candidate

If you would like to include some imagery of events you have organised or styled, do include them in your application on a single PDF.

Application details

Position available for start date of: **from 22nd March**

To apply, please send your CV and a covering letter to anna@vangoghhouse.co.uk

Shortlisted applicants will be invited to interview for the role **the week of the 13th March**

The deadline for applications is midnight on **12 March**