

# Events Co-ordinator



<b>Job Title:</b>	<b>Events Co-ordinator</b>
Reports to:	Shows Manager
Team:	Member of Shows Team
Hours:	Full Time Monday to Friday
Location:	Three Counties Showground, Malvern, Worcestershire

## About Three Counties

Three Counties Showground (TCAS) produces a series of shows including CountryTastic, RHS Malvern Spring Festival, Royal Three Counties Show, Three Counties Championship Dog Show, Malvern Autumn Show and the Malvern Caravan Show.

## Purpose of Job

You will play an important role in supporting the Agricultural and Livestock Leads in the creation and delivery of competitions and content in relation to the Royal Three Counties Show. Shows must meet TCAS charitable objectives and at the same time continue to promote agriculture, horticulture and arboriculture within Gloucestershire, Herefordshire, Worcestershire and beyond.

We are looking for someone who may be looking to start their career in events or an experienced practitioner looking for a new challenge. The role will primarily involve assisting with the design, creation, and production of the Royal Three Counties Show, but will also contribute to other shows throughout the year. The person will provide a high-quality service, ensuring our Royal Three Counties Show is delivered in the best, and most efficient way.

The person we are looking for should have a keen interest creative production and have experience managing event projects.

## Key Responsibilities

- To proactively collaborate with colleagues in accordance with the direction given by the Agricultural and Livestock leads to develop, creative and engaging new show content and competitions in line with the financial budget which will also inform content and marketing for each show.
- To work closely with the Show Leads to coordinate the delivery of your areas of responsibility at the Show.
- To participate in post-show evaluation meetings and reviews, in order to make recommendations for improvement to the Shows Leads.
- To act as TCAS representative at all relevant internal thematic groups and committee meetings and proactively deliver all agreed actions including but not limited to the development and design of features content and competitions.
- To proactively work with the Events Operations Manager to ensure the infrastructure for each show is planned and delivered on time and to budget.
- Promote Three Counties Showground at external events locally, regionally, and nationally wherever possible.
- Proactively work with and assist other Shows leads with the production and planning of other upcoming shows.
- Any other duties in the general scope of the role, as required

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## Essential Skills and Experience

- Collaborative working experience.
- Third party supplier management including managing relationships.
- Strong communication skills – both written and verbal.
- Resilient under pressure with the ability to maintain a high level of accuracy and adhere to high standards of quality when working to tight deadlines.
- Have sufficient IT Skills (Microsoft Office).
- Time management.

*Ideally, we are looking for someone with experience; however, we would be willing to provide the necessary training to the right candidate.*

## Desired Skills

- Ideally, have experience as an event producer within a similar size and quality organisation but not essential.
- An interest or experience in agriculture.

## Hours

- Full-Time (permanent) 35 hours per week.
- Usual hours Monday-Friday 09:00 to 17:00 with the requirements to work some weekends during events.

## Salary

- OIRO £25,000 - £30,000 depending on skills and experience.

## Benefits

- Company Pension Scheme.
- Free on-site parking.

## Work Remotely

- Occasional working from home permitted.