

Background

Culture Creative [CCL] produce predominately site-specific work for arts, cultural and outdoor events. We operate worldwide with Sony Music to deliver winter festival illuminated experiences, and with a multitude of other clients in one-off and annual events based in the UK. We are expanding at a significant rate and are looking for a member of the team to coordinate and manage our secondary spend area of work.

**Role Details**

The Commercial Coordinator will be part of a wider administration team looking at the creation and delivery of the secondary spend/income deriving elements of events for CCL worldwide.

As part of this wider administration team they will be responsible for:

- Sourcing caterers, fairgrounds, marshmallow franchises and retail opportunities for events
- Undertaking and managing contracts for all suppliers involved in income driven opportunities
- Ensuring that the site requirements for both the suppliers and event production teams are fulfilled and managed
- Managing all income including processes, daily recording, reconciliation and contract fulfilment

This is a full-time salaried post based in our Northumberland office. The salary offered for this role is circa £22,500, depending on experience.

Candidate Profile

The ideal candidate will have some experience in the events commercial world, with knowledge and experience of elements such as catering and fairgrounds, and other income strands associated with events. They will also have the drive to create new opportunities and present new commercial prospects.

Ideally they will have:

- Experience of working within events at an operational level
- Have an understanding of financial protocols and contract management

Personality Profile

Despite the variety of backgrounds, experience levels, cultures, seniorities and personalities involved, we expect everyone in Culture Creative to have one thing in common: that they are deeply passionate about what they do.

In addition, we need them to be:

- Part of a team with a strong team culture, as well as able to work with associate freelancers in multiple locations
- An excellent communicator who can work alongside external partners and internal business teams
- A natural motivator, who can work on multiple venue projects simultaneously
- Someone who thrives in a challenging, fast paced and high-pressure environment



Key Deliverables for Commercial Coordinator

- Liaise with site teams for the requirements of secondary spend/income opportunities
 - Catering
 - Fairgrounds
 - Marshmallows
 - Retail
 - Car Parking/ticketing on site
 - Identification of other opportunities
- Identify suppliers, their proposed offers, the fit with the event and links to any in-house provision that must be used
- Develop contracts alongside our legal team, agreeing commissions, on-costs and pricing structures
- Collating all relevant documentation and licenses
- Creating site files with all operational requirements for event management teams
- Developing marshmallow franchises, from securing product to identifying franchisees
- Working alongside the Venue Operations Producer to include all commercial opportunities that are provided by venues
- Creating operational requirements that are needed for cashless transactions as part of events alongside our promoting partners
 - Wifi requirements, including challenging remote locations
 - Managing cashless processes with contractors
 - Managing recording mechanisms for contractors for all site managed income
- Monitor all processes and contractors throughout the event runs and work with site teams to solve any issues that arise
- Monitor product and service levels at events and respond to complaints where necessary
- Liaise with local authorities with regards to Food Standards for concessions and coordinate any checking processes required by our partners or statutory agencies
- Review all contractors annually ensuring we bring 'best in class' to our events and maintain high standards of product and delivery inline with the quality of the whole experience

Skills required

The Commercial Coordinator role requires a wide range of abilities. These include:

- Strong written and verbal communication skills
- Some experience of working with commercial contractors
- An understanding of financial processes and control measures
- A proven track record of administration, preferably with an understanding of this within the context of commercial events
- Being part of a team to deliver high quality and consistent work
- Having a pro-active approach to new commercial opportunities
- An enthusiastic approach to liaising with clients

How to Apply

If you are interested in applying for this new role, please submit an up-to-date CV and covering letter of no more than two sides of A4 outlining why you would like to work with us, and demonstrating how your skills and experience meet the requirements of this role.

Please include details of your notice period in your application and any access requirements you have in order to attend an online interview. Please email your application to jobs@culturecreative.co.uk **by 5pm on Friday 16 April** with the job title 'Commercial Coordinator' in the subject line.

We will interview all shortlisted candidates online, week commencing 26 April 2021.