



LUTON IRISH FORUM

WELFARE, SOCIAL & CULTURAL OPPORTUNITIES

Cultural Officer

Job Description

Hours: 35 hours per week including evening and weekend work.

Responsible to: Chief Executive Officer (CEO)

Introduction

Our cultural events appeal to people of Irish and other heritages alike while promoting and preserving Irish music, dancing and traditions as well as providing educational opportunities around Irish culture for all. Events include the town's ever popular St Patrick's Festival and St Brigid's Day celebrations, and we also contribute to the programmes of community events such as Mela, Carnival and other Festivals. Events are delivered both physically and online and include a St Patrick's weekend of live and recorded performances, theatre, exhibitions, school and community workshops, seminars, discussions and film screenings.

The Cultural Officer will develop and implement LIF's cultural events programme, creating innovative partnerships with other cultural organisations both nationally and locally, focusing on sharing resources and skills and joint partnership bids. The role will focus also on supporting youth teams and dance schools to engage with young people and develop new opportunities for engagement such as the Duke of Edinburgh Award.

This programme will be directed by the CEO and a subgroup of trustees, but we expect creativity and event ideas from an innovative applicant. The role will be based primarily at the Forum, some flexi and remote work will be feasible with the advance agreement of the CEO.

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Key Responsibilities

Events: The primary function of this role is to run LIF's events programme in an efficient, effective and professional manner.

Engagement: You will be responsible for engaging stakeholders including audiences via a range of media from planning through to delivery.

Planning & Communication: You will be in ongoing communication with a mix of artists, promoters and event partners.

Reporting: You will report both formally and informally to the CEO and board of trustees. You will report for our Annual Review and understand the reporting requirements of funders. This includes evaluations from event audiences and finances; surveys and event debriefs.

Management: Built into the management of events will be the leading of small teams of volunteers and freelancers who work on our events. As the event manager, you will lead these teams.

Bookings: You will be responsible for dealing with the day-to-day bookings, front of house and box office management at events.

Online Archive: You will contribute to the growth of the Luton Irish Forum online archive.

Person Specification

JOB TITLE:	Cultural Officer
DATE:	October 2021

EXPERIENCE/KNOWLEDGE	Essential	Desirable
<ul style="list-style-type: none"> Proven ability to lead and run a variety of events including large scale live events to a high production standard 	✓	
<ul style="list-style-type: none"> Excellent communication skills, both in person and online 	✓	
<ul style="list-style-type: none"> Ability to manage and prioritise mixed workload to project goals 	✓	
<ul style="list-style-type: none"> Working knowledge of best practice in event planning, management and evaluation 	✓	
<ul style="list-style-type: none"> A good awareness of traditional and contemporary Irish arts and culture 	✓	
<ul style="list-style-type: none"> A good understanding of the work of Luton Irish Forum 	✓	
<ul style="list-style-type: none"> Experience of keeping small teams on task in live events 	✓	
<ul style="list-style-type: none"> Technical skills – understanding the basics of live streaming, sound etc 		✓
<ul style="list-style-type: none"> Website editing 		✓
<ul style="list-style-type: none"> Online marketing and ticketing 		✓
<ul style="list-style-type: none"> An arts management or event management qualification 		✓

BEHAVIOURS	Essential	Desirable
Planning and organising	✓	
Performing under pressure	✓	
Adaptability to change	✓	
Team working	✓	
Self-motivated	✓	
Flexibility	✓	
Confidentiality	✓	
Awareness of potential conflicts of interest	✓	