



Job Title:

Morecambe Winter Gardens People's Palace Event and Engagement Coordinator

The People's Palace

In 2023 the Morecambe Winter Gardens Preservation Trust were awarded funding from the Cultural Development Fund Round 3 delivered by Arts Council England on behalf of the Department for Culture Media and Sport. The £2.74 Million supported by UKSPF funding and money from the Trust will deliver a project totalling £3.2 Million pounds of investment into the theatre. The capital funding will support the next phases of the project to revitalise the theatre, including adding a new toilet block, improving circulation and evacuation routes, as well as continued restoration work. Revenue funding supports this and three other posts to create a small team to enable the Preservation Trust to deliver partnership working with creative producers in the region, supporting new programmes of events within the theatre as capacity increases, create work experiences placements for young people within the Young Creatives Programme and support the Morecambe Winter Gardens volunteers.

Background

Morecambe Winter Gardens (MWG) opened in 1897 as the Victoria Pavilion Concert Hall and Variety Theatre, as an extension to the existing Winter Gardens Complex which opened in 1878. Over the years it was the home of the internationally renowned Morecambe Music Festival, and played host to Sir Edward Elgar, the Halle Orchestra and many others from variety, music and theatre. From The Who to Dame Julie Andrews, Chung Ling Soo to Lawrence Olivier, the venue's history is a roll call of stars of popular music and variety theatre.

Unfortunately, by the mid-1970s, its fortunes were in decline. By 1977, the decision was taken to close the whole complex, culminating in 1982 with the demolition of the original Winter Gardens leaving only the Theatre remaining and in a perilous position.

However, a group of dedicated people formed the Friends of the Winter Gardens and have worked together since then with one aim to reopen the building that was once at the heart of Morecambe both architecturally and as a centre for culture and entertainment. With the formation of the Preservation Trust in 2006, ownership of the Winter Gardens was transferred to the charitable body which has spent years cleaning, restoring, and fundraising to continue this aim. Now under new governance, the Preservation Trust with the help of our restoration volunteers and the Friends of the Winter Gardens are a step closer to those dreams of many decades ago to finally restoring this remarkable Grade II* building.

Job Summary:

As the **Event & Engagement Coordinator**, you will be the lead contact for the events management & co-ordination for the People's Palace Project. Your expertise will ensure that each event, whether a heritage tour, cultural festival, or fundraising gala, is executed seamlessly, fostering community





engagement and increasing the range of our events .

You will also be the lead contact and co-ordinator for the People's Palace Young Creatives with Lancaster and Morecambe College, and responsible for working with the College on supporting the Young Creatives post holder at Lancaster and Morecambe College with the Young Creatives Partners in the region. You will also support the College & Young interested participants to take part in the programme delivery of the Association of British Theatre Technicians (ABTT) course (held annually for 25 participants for one week). The Bronze Award is a SCQF Level 7 qualification which is recognised through the Industry and will be free to people on the Young Creatives pathway.

Location:

Morecambe Winter Gardens,
209-213 Marine Road Central,
Morecambe,
Lancashire,
LA4 4BU

Working hours/environment:

This is a permanent post (with funding in place until April 2026). You will be required to work 28 hours per week over 5-7 days which will include some evening and minimum of one weekend work per month to support the Winter Gardens weekend opening hours (12-4). Working days/times will be negotiated and agreed upon on a weekly/monthly basis depending on bookings and theatre opening times.

Please be advised that parts of the building are currently undergoing renovation work and access is on a requirement basis only.

Reporting To:

The Chair of the Board of Trustees for Morecambe Winter Gardens Preservation Trust

Responsibilities and Duties:

- To work with the Chair of the Trust to support the planning, organisation, and delivery of a diverse range of events, ensuring alignment with MWG's objectives and audience interests.
- Manage event logistics and production or supporting external clients in their event delivery
- Collaborate with internal teams, volunteers, and external partners to ensure seamless event experiences.
- Produce event timelines, schedules, and run-of-show plans, ensuring all stakeholders are informed and aligned.
- Work with the digital officer to support event promotion and marketing efforts, leveraging digital platforms, traditional media, and community outreach.
- Work with the Volunteer Co-ordinator for any additional event staffing with regards the venue, including volunteers, vendors, performers, and other stakeholders.
- Evaluate event success through post-event analysis, feedback collection, and performance metrics.



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- Work with the Trustees to ensure compliance with relevant regulations, permits, and safety protocols for each event.

Qualifications:

- A degree is non-essential and applicants with three years experience in event management or support will be considered
- Ideal but non-essential: bachelor's degree or relevant certification in Event Management, Hospitality, Marketing, or a related field.

Skills:

- Strong organisational, planning, and multitasking abilities.
- Excellent communication and interpersonal skills.
- Proficiency in event management software, tools, and techniques.
- Knowledge of event logistics, vendor management, and budgeting.
- Creativity and innovation in curating engaging event experiences.
- Ability to work effectively in a fast-paced environment, adapting to changing needs and priorities.

Experience:

- Minimum of 3 years of experience in event coordination, preferably within the arts, culture, or heritage sectors.
- Demonstrated success in executing or supporting diverse events of varying scales.
- Experience of event production, team support and ability to work within a small team

Salary and Benefits:

The annual salary £30, 938 per year for two years, **equivalent to £24,750 per annum pro-rata for 4 day.**

The Morecambe Winter gardens preservation trust operates a number of anti discriminatory policies and procedure to ensure fair treatment of all staff at all times.

These are available upon request ahead of application and will form part of an induction procedure if successful.

How to Apply

Send a covering letter outlining your reasons for applying for this job to Chair@morecambewintergardens.co.uk and 2 to 4 page CV outlining your experience including 2 referees by 12pm Monday 29th April . If you require further information about the post please contact 07900135132 and we will get back to you as soon as possible. Shortlisted candidates will be notified by 1st May with interviews between 8 to 10 May.



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Essential Criteria

Qualifications:	
Refer to notes above.	

Skills and Knowledge	
<ul style="list-style-type: none"> • Event Planning: Ability to plan, organise, and execute events of varying scales. • Communication Skills: Strong interpersonal and communication skills for liaising with vendors, clients, and team members. • Organisational Abilities: Excellent organisational skills to manage multiple tasks, timelines, and logistics efficiently. • Budget Management: Experience in budgeting, financial tracking, and cost control related to events. • Vendor Coordination: Skill in coordinating with vendors, suppliers, and external partners for event requirements. • Problem-solving: Ability to anticipate potential issues and troubleshoot problems during events. • Marketing and Promotion: Knowledge of event promotion strategies, including digital marketing, to maximise attendance and engagement. • Venue Management: Understanding of venue selection, setup, and management for diverse events. • Risk Assessment: Ability to conduct risk assessments, ensure compliance with safety regulations, and manage emergencies during events. • Team Collaboration: Experience working collaboratively with teams, including event staff, volunteers, and external partners. • Stakeholder Engagement: Effective communication and relationship-building skills with stakeholders, sponsors, and attendees. 	

Experience:	
<ul style="list-style-type: none"> • Minimum of 1 year of experience in event coordination, preferably within the arts, culture, or heritage sectors. • Proven experience in planning and executing diverse events. • Ability to liaise with vendors and manage logistics. • Experience in event marketing and promotion. • Collaborative work with staff, volunteers, and stakeholders. 	

Other, e.g. flexible working required, evenings, weekends, home-based etc	Assessment Method – Application Form (A), Interview (I) Presentation (P)
<p>Must be flexible and able to work a mixture of daytime, evening and weekend/ Bank Holiday shifts as required.</p> <p>Some working from home may be available, this will be by agreement with your supervisor.</p> <p>Successful applicants for the post must be aware that this offer is subject to a 3 month probationary period which must be passed satisfactorily for the applicant to become fully contracted.</p>	