



JOB PROFILE

FAMILY ENTERTAINMENT CO-ORDINATOR FOR SHETLAND TALL SHIPS LTD

FIXED TERM, PART TIME CONTRACT: MAY – AUGUST 2023

BACKGROUND

Realta Events Management was founded in November 2017 by owner and Project Manger, Emma Miller. The business operates from 14 Alexandra Building in Lerwick and has had a range of clients with various project and event management requirements. In September 2021, Emma was appointed as the Project Manager to deliver the Tall Ships Races event in Lerwick in July 2023.

In March 2022, Realta Events Management was awarded an individual contract to deliver the family entertainment programme as part of the wider event schedule.

The Tall Ships Races are world renowned for excitement and the spectacular ships visiting ports. Lerwick has hosted the Tall Ships Races twice in the past – in 1999 and 2011. This is a very important event for Shetland.

THE ROLE

A rare opportunity has arisen to work with the Realta Events Management team to oversee and manage the successful delivery of the family entertainment programme between May and July 2023. This will include the following tasks:

- Familiarisation with the current planned activities.
- Develop working relationships with appointed activity providers.
- Identify any scope for additional activities to be added to the schedule, in line with budgets and in agreement with the Project Manager.
- Issue standard service contracts to activity Providers in line with agreed terms.
- Confirm travel and accommodation requirements and any specific technical, venue or material requirements. (bookings and payments made by Tall Ships office)
- Confirm schedule, locations, materials and technical requirements for all Providers.



- Source and secure materials or equipment for activity providers as required and ensure this is available on time.
- Attend Shetland Tall Ships Ltd Social Committee meetings or update meetings as required.
- Regular liaison with Project Manager and Shetland Tall Ships Technical Manager as required.
- Manage any queries or correspondence with Providers and other agencies.
- Supervise set up, attendance and delivery of family entertainment activities on all event sites during the Tall Ships Races event in Lerwick, 26th to 29th July 2023. (including set up days, 24th – 25th July)
- Produce a follow up report in August 2023 with details of event delivery.
- Any other tasks associated with the successful and safe delivery of the planned family entertainment programme.

PERSON SPECIFICATION

Skills required:

- Excellent planning and organisational skills
- Attention to detail
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Computer skills (Microsoft packages)
- Time management
- Problem solving
- Multi-tasking

Experience:

- Engagement with groups and individuals in a professional capacity
- Previous attendance at public events and festivals
- Co-ordination of people
- Event planning or project management would be an advantage

SUPPORT

The successful candidate will be supported by the Project Manager in the role as required. Weekly update sessions will be planned, with remote support provided as requested.



HOURS OF WORK

May to June: 5 hours per week

July: 5 hours per week until event

Monday 24th July: 8 hours

Tuesday 25th July: 8 hours

Wednesday 26th – Saturday 29th July inc. 10 hours (0830-1830 daily)

August: 21 hours

TERM AND HOURLY RATE

This post is offered as a fixed term employment contract to end August 2023.

The rate of pay is **£13.50 per hour**, paid for hours worked and submitted on a timesheet, on the last working day of each month.

Office based or remote working is offered, though the post holder must be on site in July.

TO APPLY

To apply for this role, please complete and return the application form by Friday 12th May. The application form can be downloaded from <https://www.realtaevents.co.uk/whats-new> or requested from emma@realtaevents.co.uk.

If you have any queries regarding the role, please email or call 07753 806095.

