

## Events Coordinator

### Contractual Details

Reporting to:	Head of Marketing & Engagement
Location:	Edinburgh Printmakers, Castle Mills
Working hours:	Full time, 37.5 hours a week, including frequent evening and weekend working
Contract Duration:	Fixed term for 12 months, with potential to extend
Annual Salary:	£24,570 plus pension contribution
Annual leave:	33 days, including public holidays.

### About Edinburgh Printmakers

**Edinburgh Printmakers** is at an exciting point in its development, after the launch of its £10m home in Fountainbridge in 2019. We have expanded our offer, with new studios and galleries, a dynamic programme of exhibitions, sell-out events and courses, spaces to hire, accommodation for visiting artists, an archive, café, and shop.

Our vision is to help shape a better world through widening access to printmaking and the arts through creating an international centre with world-class facilities and exceptional models of support for artists. Here visitors can connect with our work, and we can connect with the world. Our mission focuses on advancing artistic excellence in print and visual arts practice and sustaining communities of artists to contribute to the cultural life of the nation.

Established in 1967, Edinburgh Printmakers was the first open access print studio in Britain. We are now one of the largest in the world. We play a leading role in connecting studios, workshops, and creative spaces nationally and internationally, enabling high-quality making and social enterprise. As contemporary art researchers, producers, curators, and educators, we are a key agent in the cultural life of Scotland and its capital city.

We receive core funding from Creative Scotland as part of its network of Multi Year Funded Organisations and Strategic Partnership Funding from the City of Edinburgh Council. We fundraise

actively, and as a charity with a trading arm all our profits are reinvested in our charitable objectives.

To support this work, Edinburgh Printmakers lets spaces out to commercial clients for venue hire purposes. Events organised by external clients include meetings, conferences, talks, screenings, receptions, dinners, weddings, and creative workshops. Castle Mills is a special, award-winning heritage space that is conducive to positive, regenerative events that leave people feeling inspired.

## Job Description

### Main duties and responsibilities

We are seeking a commercially minded and ambitious individual to join our dynamic and motivated team and lead on the coordination and support for meetings and events hires at Edinburgh Printmakers. This customer-focused role will ensure the smooth running of commercial events, liaising with other members of staff and our hospitality providers Café KUBA to support venue hire, hospitality, and from time to time, our wider public programme.

The post-holder is responsible for commercial event planning and administration, independently overseeing events, supporting outreach and marketing activities for venue hire, and working with teams across the organisation to assist with public activities as required. The role will also work with the Head of Marketing and Engagement to promote and secure new business, establishing long lasting relationships that encourage repeat hires from clients.

The Events Coordinator is the first point of contact for all prospective clients, meeting groups and individuals, and taking care to consider their needs and the logistics of each unique event to ensure they run smoothly. It offers an exciting opportunity to help grow Edinburgh Printmakers as a vibrant cultural and business hub for Fountainbridge as the area around us continues to develop.

## Key Responsibilities

### Event Planning, Administration, and Coordination

- Coordinating logistics for commercial events and activities across Edinburgh Printmakers' spaces, including room use, catering, health and safety, and equipment
- Responding to venue hire enquiries in a timely manner and creating event plans to suit client requirements
- Maintaining booking and administration systems with accuracy and attention to detail
- Issuing invoices and collecting payments in a timely manner
- Independently managing and overseeing events on the day of, including problem-solving, welcoming guests, communicating with staff and organising catering, working closely with the Buildings team and external suppliers
- Being the primary point of contact between Edinburgh Printmakers and the onsite café provider KUBA for events

- Occasionally coordinating event entertainment, including music, performers, guest speakers, and other external contractors
- Working alongside the wider EP team to help facilitate and support venue hire, public events, and internal meetings.

### **Client Relationship Management**

- Demonstrating strong knowledge of the venue and catering offerings to clients, and taking clients on venue viewings
- Presenting and adapting event plans to clients by agreed deadlines
- Forming and sustaining key relationships to ensure repeat hires and long-lasting partnerships.

### **Supporting Growth and Outreach**

- Work with the Head of Marketing & Engagement and wider marketing team to create effective communications material for events
- Proactively research new opportunities to grow commercial activities to meet income targets
- Maximise revenue potential through effective conversion, upselling and cross-selling
- Create sales opportunities for future activities during client liaisons and events.

## **Person Specification**

### **Essential:**

- Educated to degree-level or relevant professional experience in a commercial events setting
- Experience working in an events or hospitality-related role
- Strong organisational skills
- Excellent time management
- Accuracy and attention to detail
- Highly motivated team player able to collaborate at different levels
- Target-driven and commercially minded
- Flexibility and sound judgement on when to be adaptive
- Excellent interpersonal skills and ability to communicate clearly, both verbally and written
- Professional demeanour and diplomatic skills
- Strong IT skills including knowledge of Microsoft Office suite

### **Desirable:**

- Interest or curiosity about printmaking and the visual arts
- Ability to analyse data
- Knowledge of bookings reservation software
- First Aid/Fire Safety trained

## Personal Qualities

- A motivated, confident, and positive individual
- Ability to problem solve and a can-do attitude
- Ability to self-manage and work independently when required
- Motivation to work with colleagues to grow the commercial use of the building
- Willing to work hard, be proactive and work within deadlines to drive the business forward.

## Commitment to Equality, Diversity, and Inclusion

Edinburgh Printmakers aims to have a workforce that represents a variety of backgrounds and cultures and can provide the relevant knowledge, abilities, and skills for the organisation. Anyone who meets the requirements of this job is eligible for employment within Edinburgh Printmakers irrespective of age, disability, employment status, gender, health, marital status, sexual preference, membership or non-membership of a trade union, nationality, race, religion, social class, or other non-job relevant personal characteristics.

We make every effort to eliminate discrimination, direct and indirect, from our recruitment and selection process. Where applicable, reasonable adjustments will be made at each stage of the recruitment and selection process as required to reduce any potential barriers faced by applicants and to give them equal access to employment opportunities.

Edinburgh Printmakers will make reasonable adjustments to the office or to working arrangements to accommodate the needs of people with disabilities. Please discuss your access needs with us at any stage in the application. We welcome applications from disabled and ethnically diverse candidates. We also welcome applications from job sharers.

If you need this application pack in a different format or would like to submit your application to us in a different way, e.g. by video or sound file, please contact us on [HR@Edinburghprintmakers.co.uk](mailto:HR@Edinburghprintmakers.co.uk)

If you have questions, or would like an informal chat about the role, please get in touch. We look forward to receiving your completed application and thank you for your interest in the vacancy.

## Working Hours

This is a full time, 37.5 hours a week role. Occasional evening and weekend work is required for events and will be granted as time off in lieu.

## Training

A training plan will be developed to support this role.

## Application Process

**Please submit an up-to-date CV and a maximum 2-page cover letter** which sets out clearly how you match the skills and experience required for the role. Please also include our Equal Opportunities Monitoring form included as a separate document with this pack.

Your CV and covering letter will be assessed against the person specification and job description, which is the list of requirements for this post. You should ensure your covering letter addresses each point of the person specification, highlighting the relevant skills and experience you have in each of these areas.

**Application Deadline: 5pm, Tuesday 23 September**

**Interviews will take place: Friday 3 October**

**Start date: ASAP**

Completed applications should be sent by e-mail to: [HR@Edinburghprintmakers.co.uk](mailto:HR@Edinburghprintmakers.co.uk) with the job title in the subject line.

**If you would like to discuss this role, please contact**  
[roseanne.tye@edinburghprintmakers.co.uk](mailto:roseanne.tye@edinburghprintmakers.co.uk)