

EVENT PRODUCER



	ESSENTIAL	DESIRABLE
Knowledge and experience	<ul style="list-style-type: none"> • Demonstrable track record in programming, producing, and evaluating creative events and activities for a range of audiences. • Experience of working with multiple partners and stakeholders. • Experience of working with audience analysis and data. • Experience of managing budgets and reporting. • Experience of producing risk assessments and managing health and safety, safe guarding for events. • An understanding of how to produce environmentally sustainable events and activities. 	<ul style="list-style-type: none"> • Experience of producing large-scale events. • Passion for the natural environment.
Skills and abilities	<ul style="list-style-type: none"> • Ability to programme and produce innovative and creative events and activities. • Excellent project planning and organisational skills, including data collection, budgeting, evaluation, reporting, scheduling and risk assessment. • Ability to build and manage key relationships with internal and external stakeholders to ensure successful delivery of events and activities. • Excellent communicator, with the ability to work with a diverse range of people. • Excellent IT skills and ability to prepare detailed project plans. 	
Personal qualities	<ul style="list-style-type: none"> • Highly creative and collaborative, with capacity to bring bold ideas to the table. • Flexible, calm, resilient and adaptable with a focus on ensuring delivery of diverse events to a high standard. • Self-motivated with the ability to take the initiative, and work with minimum supervision. • Highly collaborative, team player able to connect quickly and build strong relationships. • Committed to proactively supporting and facilitating sustainability, diversity, inclusion and a range of voices in programming a visitor offer. 	