

SOUTH DERBYSHIRE DISTRICT COUNCIL JOB DESCRIPTION

DIRECTORATE: SERVICE DELIVERY

SERVICE: COMMUNITIES TEAM

POST TITLE: EVENTS AND ARTS OFFICER

GRADE: SCALE 5

RESPONSIBLE TO: EVENTS AND ARTS MANAGER

JOB SUMMARY

To support the Events and Arts Manager in managing, developing, and delivering the Council's public events programme. This may include leading on the development and delivery of some of the smaller events.

To support and assist the Events and Arts Manager to manage and develop the Council's Arts Development function.

To support and assist the Events and Arts Manager with marketing and promotion of events.

MAIN DUTIES AND RESPONSIBILITIES:

Specific Duties

To support the administration, planning and delivery of the Council's public events programme, including major annual events such as the Festival of Leisure, Music in the Parks and the Christmas Light Switch On.

To assist with events and arts content across websites and social media, including researching and developing new ways to engage target audiences.

To support the production of publicity material for the service, the management of social media pages and the creation of event content.

To work with communities and community groups to increase engagement and volunteering throughout all the events.

To support the Civic and Events Officer with the administration, organisation, and delivery of civic events and related functions, including the Civic Service, Remembrance Day, road closures, the Town Crier, and other associated events.

To assist with Arts and Events budget management.

To work in partnership with external arts organisations, artists and groups to plan and deliver arts activities and events.

To support the development of sponsorship opportunities and relationships for Council events.

To support the development and use of user satisfaction surveys and collection of results.

General

To undertake general administrative tasks including managing events inbox, attending meetings and minuting meetings and responding to general enquiries.

To undertake and assist in event administration. This includes booking and paying for vendors, entertainment, catering etc whilst assisting in the coordination of event logistics.

To provide financial administration support (e.g. purchase orders and payments, receipt of fees payable, raising new suppliers and raising of sundry debtor invoices) in accordance with the Council's Procurement Policy.

To implement positively and ensure compliance with the Council's policies, procedures, codes of practice and initiatives relating to Equality and Diversity, Customer Care, Health and Safety, Data protection and confidentiality of information, Financial Regulations and Standing Orders.

To respond to complaints positively and professionally and where necessary refer them to the appropriate person for acknowledgement and resolution.

To attend/participate in Council Committees and Working Groups/Panels inter service, public and other meetings as required.

To contribute to the preparation and implementation of strategies, plans and policies of the Cultural and Community Service eg; The new Arts and Culture Strategy 2026- 2031.

To contribute to the targets and programmes within the Service Plan as determined by the Head of Cultural and Community Services.

To deliver services/implement projects in line with the Council's vision and aims.

To maintain and develop relationships with partners e.g. event stakeholders, showmen's guild, health and safety officers, police, other councils, contractors, businesses and community groups.

To respond to enquiries from the public, landowners, businesses, Councillors and partner organisations.

To maintain knowledge and competency in areas of responsibility.

To work outside normal office hours from time to time.

To undertake other duties commensurate with the experience of the post holder and grading of the post as may be reasonably delegated from time to time.

Date Issued: June 2026

Issued by: Chris Smith, Communities Manager