



Role title:	Event Manager (General)
Reports to: Operations Director	Type of role: Volunteer / Unpaid
Location: London	Direct reports: None

Purpose of the role

The Event Manager (General) is a senior operational role within Pride in London for the Saturday Parade Day event, held on 6th July 2019. The Event Manager (General) will be deployed to a range of situations to assist in risk identification and on-the-ground problem solving. This role is a key support alongside any specific zoned event managers e.g. soho, parade route, parade form up. This role may also act as assistant to the Operations Director.

We will flex the role depending on your experience.

Role responsibilities and experience

Responsibilities:

- Detailed understanding of the key operational elements of the event
- Risk identification and pre-emptive escalation to Event Control
- Recommend on the ground solutions to any identified issues
- Point of escalation on the ground
- Troubleshoot any potential operational issues
- Liaise with various teams essential to the event; production company staff (Innovision), paid stewards, Pride in London volunteers and other organizations such as British Transport Police, Westminster Council, Team London etc
- Respond to a wide range of event needs including safety, crowd management
- Adherence to Pride in London policies
- Coordinate and lead volunteer teams
- Understanding of Access provision and its importance
- Completion of post-event report
- (Optional) support of volunteer training in May/June

Person specification:



- Event management experience, focused on large scale events
- Clear oral communicator
- Ability to make effective decisions and remain calm when under pressure
- Ability to adapt to changing priorities and respond to shifting needs
- Ability to work independently as well as part of a team
- Ability to follow director/Event Control requests
- Preferred: Pride in London (PiL) volunteer with 2+ years PiL experience in a senior role
- Preferred: Knowledge of health and safety
- Preferred: Crowd management experience
- Preferred: Experience of table-top activities
- Preferred: Experience of central-London based large-scale events

This is a role that requires training in advance of the event, with attendance to operations team meetings from May onwards, at minimum. Meetings estimated 2-4 hours per week until the event (typically Saturday mornings). Additional time may be required to assist with planning (e.g. site visits).

Note

There are approximately 5 Event Manager (General) positions