



PRODUCTION COORDINATOR
UNION CHAPEL PROJECT
APPLICATION PACK – JUNE 2022



Background – Union Chapel - inspiring space, inspiring lives

Union Chapel is a unique multi award-winning performing arts venue, with a global reputation for international cultural events engaging diverse audiences. For 30 years events have been our lifeblood and income, annually engaging 100,000+ visitors through 250 events.

And Union Chapel is more than a venue. A Grade I listed Gothic architectural jewel, it is also home to charities tackling homelessness, social justice, empowering local communities with creative groups, training and employability programmes for local communities. It is also the home to a working, progressive and inclusive church.

Profits from events substantially support our vital charitable work with local communities and we are a model of good practice for community engagement.

When Union Chapel closed as a venue in March 2020, Union Chapel pivoted our spaces to become a COVID community emergency hub, maintaining and escalating our work for the hardest hit, setting up a foodbank, outreach, befriending services and support packs for those most in need. This work was acclaimed as an example of best practice amongst venues during Covid.

But we also cemented our role as a livestreaming pioneer, hosting the UK's first ticketed livestream with Laura Marling. Since then, we've hosted filmed performances, interviews, productions and workshops from many inspiring high-profile artists and speakers - including Michaela Coel, Gareth Southgate, Hassan Akkad, Sam Smith, Wolf Alice, Prince Harry, Arlo Parks, TV programmes such as Britain's Got Talent and the ground-breaking The Whole Truth, to a total audience of over 1.5 million.

We launched digital programmes for the community, celebrating our heritage and building through films, virtual tours and school workshops, and offering creative and practical digital workshops. And we hosted several charitable programmes with partners, and launched our own pioneering community development programmes, from the *Community Leaders* training programme addressing local policy, to the recent *New Voices* talent programme for underrepresented youth.

And we reopened as a venue with a residency from the acclaimed Celeste, quickly hailed as the hottest ticket in town, and made into a movie that was screened in cinemas.

Throughout all of this, we've secured strong media coverage over this period and our profile has grown as a leading arts centre doing genuine social good, recently being shortlisted for the Award for Civic Arts Organisations.

This is an exciting time to join Union Chapel Project as we celebrate our last 30 years as a venue, charity and space loved by our communities, and look to the future, with plans to build on this work, and further position Union Chapel as a unique organisation, bringing culture, community, social justice and heritage together in union.



'There's something about coming to Union Chapel. There's just something that's kind of left in the walls. You feel it. There's so much life in every corner. All of that seeps in, and it helps you to give your story' - Celeste



"I depend on Margins for more than hot food, they make me feel very happy, like a valid human being, a real person and not a non-entity, I feel like an individual. I've built good relationship with the staff and volunteers are nice, and there's a really nice atmosphere unlike some other services."

About the role

The Production Coordinator a key member of our team and will support the successful delivery of a year round productions and innovative events. You will be working with UK Live Music Promoters and Event Organisers in the pre-planning and advancing of all shows at the Chapel and overseeing an enthusiastic and professional production and technical team in this world-famous music venue.

The role will work closely with all teams to engage existing and new audiences and communities in all aspects of our work and grow income across the board, supporting the venue and production operations.

This is an fantastic opportunity to join the team and help drive the delivery and operations for an ambitious a venue, a community charity, a heritage site –to build on all of this work and profile, help us escalate our work and profile to wider and more diverse audiences, to bring our communities together and rebuild towards becoming a leading ethical venue for all, where culture, communities, social justice and heritage come together in union.to rebuild as a leading ethical venue for all.

How to apply

Please apply with your CV and a covering letter, of no more than two pages, outlining your skills and experiences to meet the criteria of the role, why you want to work for Union Chapel Project and your availability to start.

Closing date: 15th July 2022

Interviews in the 2 weeks following

Equality and Diversity

We are working to become an organisation that is representative of our local community, and want to recruit people from a range of backgrounds who reflect the diversity of our community. We particularly encourage applicants who are currently under represented in our board, workforce and wider sector. This includes but is not limited to candidates who identify as being from Black, Asian and other ethnic backgrounds from the global majority, and candidates who identify as being disabled. We also particularly welcome applicants with their own lived experiences of the challenges we aim to address.

Please complete our Equal Opportunity Monitoring form and email it to recruitment@unionchapel.org.uk It will be treated in confidence and will not be seen by the staff directly involved in the appointment.



Job Title:	Production Coordinator
Responsible to:	Venue Manager
Purpose of Job:	The Production Coordinator will support with day-to-day production duties at Union Chapel, coordinate production and programme enquires as instructed and lead on customer enquiries from ticket holders
Salary:	£28,000 FTE (£22,400 pro rata)
Terms:	4 days/30 hours per week. Three month probation, two months' notice. This is a majority onsite role, on event days. Some evening and weekend working required

Key Duties & Accountabilities

- Support the pre-and post-production of all events: working with the promoter and production organiser to ensure a successful delivery of the production onsite
- Act as the point of contact for advancing and technical fulfilment for live, virtual and hybrid events
- Effective management of spaces, you'll over-see space set-up, ensure hire spaces are tidy and prepared for clients requirements, welcome guests, communicate with staff and cleaners and ensure a safe and welcoming environment is upheld
- Arranging and booking load-in/load-out crew and equipment logistics for events
- Be the main onsite contact at the venue for all production and backline deliveries
- Responsible for onsite visits from existing and prospective clients, building and developing long term client relationships through exceptional client care
- Ensure all events and activities are suitably covered by staff, community and membership volunteers and trainees, coordinating with Venue Manager and other members of the team.
- Responsible for booking and coordination of the technical freelance staff rota
- Lead on support to the Bar Management team with deliveries
- Responsible for the door entry system, CCTV, opening and preparing the space on production days
- Act as a key-holder for the building, and be responsible when necessary for opening and locking the building as required
- Building and developing long term client relationships through exceptional client care
- Work with a range of clients, from major established promoters and production companies to smaller, new and/or grassroots promoters, community groups and internal stakeholders

- Support with advancing of internal events and programming, such as organ programme recitals, festivals and other events across our spaces, where necessary
- Work as the Event Manager for a minimum of one production per month, to ensure understanding and development of the venue's processes and procedure – shadowing as Visitor Engagement Manager, as and when necessary, and lead if necessary
- To work with the Programme Manager & wider team to ensure Union Chapel's diary management system is accurate and up to date with production information
- Escalate to Venue Manager the nature of productions and venue activities, to help them coordinate the documenting of risk assessments for productions and venue activities, ensuring risk assessments are distributed to required departments
- Be fully conversant with emergency and evacuation procedures and support evacuations of the building, where necessary
- Assist the Venue Manager in completing event settlements and post-show information to clients.
- Support venue and production-related trainees, volunteers and Supported Employment Programme participants, where necessary
- To champion Union Chapel's vision, aims and ambitions
- To act as a spokesperson for Union Chapel as appropriate
- To undertake any other duty as might reasonably be required

Experience

Essential

- Demonstrable production experience at a music, theatre or arts venue
- Proven track record of supporting the delivery of high-value and high profile events
- Excellent time management skills, able to prioritise a diverse workload
- Ability to build and sustain effective relationships with various teams and stakeholders both internal and external
- A positive and professional approach, with the ability to form strong working relationships with staff and commercial partners
- Ability to commit to onsite working and face-to-face support of various stakeholders
- Strong communication skills and take pride in delivering excellent customer service
- Experience of Venue Management Software – Artifax or equivalent (currently YesPlan)
- Experience of working with promoters, tour managers and bands
- Passionate about people, communities, diversity and inclusion
- Willingness to work flexibly as required

Desirable

- Event safety management experience & equivalent qualifications
- First Aid at Work qualification

- Experience of working with and supporting clients with varying experience and demands, from major international promoters to new upcoming or community producers/promoters and community groups
- Understanding of the role music and the arts has in changing lives
- Knowledge of livestreaming and digital productions



Shortlisted
Organisation

Awarded by
 CALCUTTA COLLEGE OF
ART AND DESIGN

Union Chapel Project is proud to be an Award for Civic Arts Organisation 2022 shortlisted organisation

Photo credits:

Front page: Lamb – credit Tom Leenjes

Page 3:

- Celeste at Union Chapel – credit Machine Operated
- Margins Supported Employment Programme, credit Daniela Sbrisny

Page 5:

- Arlo Parks, credit Spirit Media
- Accumulate workshops – credit Accumulate

Page 10: Laura Marling

Back page:

- Damon Albarn, credit Derek Bremner
- StreetsFest, credit Daniela Sbrisny
- Union Chapel Community Leaders
- In Union creative parks, credit Priyanka Chauhan
- Wolf Alice, credit Nick Helderma
- GQ Heroes with Michaela Coel and Reggie Yates, credit GQ



