The Lincoln College Group

LINCOLN COLLEGE GROUP

Job Description

JOB TITLE & NUMBER

CS1310P: Events Co-ordinator

SALARY	GRADE	HOURS
£28,336 - £30,727 pro rata per annum	CSS Scale 6	27

REPORTING TO

General Manager – The Drill

DEPARTMENT

The Drill

LOCATION

Lincoln

Be ready...

Job Purpose:

The Events Co-ordinator is responsible for the delivery of a wide variety of events at The Drill, this includes curriculum, live music events, exhibitions, and corporate events. They will also act as one of the first points of contact, offering bespoke customer service to the larger acts, and their management teams. The Events Co-ordinator will champion excellent customer service at all times, and oversee the running of the venue as Duty Manager as required.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Oversee all events management aspects during high profile events – to include health and safety.
2. To oversee the running of the venue as Duty Manager when required.
3. Undertake all artist liaison duties during music events, organise riders, distribution of event specific information, and to act as a runner when required.
4. Stage management.
5. Act as the lead on room set ups for corporate events.
6. To maintain professional standards and expertise by undertaking relevant professional development including participation in the College's Appraisal Scheme.
7. To attend regular meetings with associated college staff members.
8. To analyse booking event data, increase ticket sales through proactive promotion for events and work closely with Events Manager and Commercial Operations Manager to enhance The Drill's portfolio.
9. Oversee Events Management in the venue and contribute to the planning and delivery of event set up, pack down.
10. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
11. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
12. To maintain quality standards, appropriate to the post.
13. To conform with the Health and Safety requirements relevant to the post.
14. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge	PSM
1	Extensive experience of the live music industry, including artist liaison, stage management and show representation.	A
2	Experience working within live event production and hospitality sector.	A
3	Experience of working with high profile personnel.	A

	Skills/Abilities – Interpersonal	PSM
4	Excellent events management skills.	A
5	Ability to communicate well orally, and in writing to a high standard.	A/I
6	Knowledge of live events production.	A
7	Ability to work in a fast-paced environment, to tight deadlines, and effectively.	A/I
8	Ability to work in a non-discriminatory manner.	I
9	Ability to contribute to and function effectively as part of a team.	A/I
10	Knowledge of working within an educational establishment.	A/I

	Experience	PSM
11	Recent relevant experience within an events management environment.	A
12	Recent relevant experience in the live music/entertainment industry.	A

	Work Related Circumstances	PSM
12	Ability and willingness to undertake relevant professional development to maintain up-to-date knowledge of legislation and best practice.	A
13	Ability and willingness to work flexibly, including additional hours/occasional additional days/occasional holiday cover/evenings and weekends.	A

	Skills/Abilities - Other	PSM
14	Demonstrates a clear commitment to safeguarding and promoting the welfare of children and young people.	I
15	Ability to actively promote equality, diversity and inclusion across all aspects of the role.	I

Prepared By:	Mark Taylor – Director of Business Development & Partnerships
Date:	November 2026

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

VISION 2030

LINCOLN COLLEGE GROUP STRATEGY 2025-30

OUR PURPOSE *Be Ready...*

REALISE ASPIRATIONS; SHAPE FUTURES; SERVE OUR COMMUNITIES.

OUR CODE

Our Group Code sets the tone of how we behave and achieve our Purpose because You Matter.

We CARE deeply about achieving outcomes in the right way and expect staff and students to behave with...

Community

We will prioritise empathy, compassion and wellbeing. Our goal is to develop a positive community where the mental and physical health of staff, learners, governors and key stakeholders is emphasised.

Accountability

We will all act with integrity and transparency, take full ownership of our actions and deliver on our commitments, impacts and outcomes.

Respect

We will all create an inclusive environment where everyone is valued, trusted and treated with consideration, kindness and fairness.

Excellence

We will all drive innovation and pursue extraordinary quality through an "ambitious spirit", consistently striving for the highest standards in all we do.

OUR PRIORITIES

Over the next five years we will achieve "Our Purpose" by delivering on our strategic priorities set out in full detail in 7 strategic plans.

In summary we will:



The Lincoln College Group