

JOB DESCRIPTION

Event Manager

(6 Day Week)

Overview

SGA is looking for a number of Event managers and Tour managers who will work in pairs to tour SGA's 'Shaun the Sheep's Championsheeps: Farmathlon' event around 4/5 Haven sites in one designated area of the UK over 6 days, during the 6 weeks of the English school summer holidays. The areas in the UK are grouped as:

- Northern England and Southern Scotland
- Northeast England,
- Northwest England
- East of England
- Southeast England,
- Southwest England
- Wales and the West of England

The Farmathlon Event, featuring Aardman Animation's Shaun the Sheep, consists of 7 sporting games that are fun, easy and simple for all the family to take part in, which are based on traditional school sports day activities.

The event is to be set up in the morning by the Event Manager and the Tour Manager with assistance from the onsite Haven staff. The Haven staff will then deliver the Farmathlon games and activities for the public for a period of approx. 7 hours, under the management of the SGA team. The event is then packed down by the Event Manager and the Logistics Manager with assistance from the onsite Haven staff, before moving on to the next venue on the tour ready to set up in the new location the following morning.

Each pair will tour the event to the same 4 or 5 Haven parks (depending on which area you are designated) over a 7 day period; one venue per day before traveling on to the next location in the evening.

The 6th day will be a travel day to drive back to the first location of the tour ready to begin the route again the follow week. The 7th day of the week will be a day off

Accommodation will be provided for the whole tour.

Areas of Responsibility:

- Represent SGA as the point of contact for all venues
- Keep SGA updated regularly (by use of reports) on the tour's progress

- Ongoing cleaning and maintenance of game equipment, props, costumes, and branded materials.
- Assist the Tour manager with set up and pack down of the event daily.
- Assist the Tour manager with loading and unloading of the van daily.
- Ensuring the Haven Team have suitable training on all games.
- Ensure adequate breaks are taken by all event staffing.
- Ensuring the safety of the Haven Team and guests during the event.
- Uphold the brand ideals of the event (training will be given)
- Adhere to SGA Productions COVID-19 Protocols if restrictions are still in place.
- Support the Tour Manager with sharing the van driving when needed
- Petty cash management for touring expenditures

Skills Required for This Job

- Great organisational skills.
- A good people manager.
- Willingness to gain a good understanding of the IP and event.
- Good communicator.
- The ability to work very closely with your SGA partner for 6 weeks.
- Proactive.
- Enthusiastic & positive.
- Neat and tidy.
- The capability to remain calm when under pressure.
- Reliable and punctual.
- Quick thinking and the ability to problem solve.
- Full Driving Licence and ability to confidently drive transit vans. (Desired but not essential).

Dates:

Training days: 2 days prior to the tour start date. Taking place in Redhill, Surrey.

Touring dates: 21/7/2022 – 3/9/22 inclusive.

Weekly fee: Depending on experience, will be no less than equity approved rates and will include daily PDs.

Accommodation: Provided for the tour.