

Outdoor Places Unusual Spaces

Job Pack: Event Manager

Are you our next Event Manager?

Outdoor Places Unusual Spaces seeks our next Event Manager who will be an integral part of a passionate team of Birmingham based producers, working across a range of exciting multidisciplinary projects and events. We are looking for a creative, adaptable and committed Event Manager to take responsibility for Event Planning and Operations. This role will include working during half terms and summer holidays to work with our leisure portfolio clients. We are looking for somebody willing to get stuck in, able and comfortable to drive a van, who has a can-do and positive attitude!

Position: Event Manager

Working to: Senior Producer

Location: Serviced office in Birmingham city centre. WFH options. Event Sites as needed.

Hours: 37.5 hours per week, please note that due to the nature of this work, hours may change during live delivery period. Overtime/TOIL will be agreed inline with the company policy.

Salary: £33,000 per annum

Contract: Permanent

- Benefits: 25 days annual leave pro rata per annum (plus Bank Holidays), 3 personal days to take as needed and flexible working arrangements;
- Pension scheme;
- Learning and development opportunities (to be identified in consultation with you).

About OPUS

At OPUS, we don't just produce events - we create experiences that transform public spaces, bring communities together, and make culture more accessible. Led by

Birmingham-based Executive Producer and Managing Director, Caroline Davis, we are a female-led, multidisciplinary arts and events company working nationally to produce standout cultural events and creative interventions.

We collaborate with artists, clients, and partners to reimagine spaces, turning them into dynamic, engaging, and meaningful cultural destinations that leave a lasting impression. With a track record of working across arts, sport, leisure, corporate, and public sectors, we work everywhere from in green spaces to big city squares and historic landmarks, adapting seamlessly to each unique setting. Our current clients include Botanical Gardens, New Street Station, and the National Memorial Arboretum, alongside pioneering new festivals like Birmingham Light Festival in partnership with the city's BIDs.

We are a flexible, growing team, scaling up with our trusted network of freelancers, creatives, and production experts to meet the demands of each project. Our reputation is built on delivering playful, joyful and beautifully executed events - safely and with attention to detail - that connect people and place.

Company Culture

We love bringing people together through shared cultural experiences in cosmopolitan cities and neighbourhoods. We champion women in events, and want to train future women producers, event managers and production managers to create these experiences for local communities.

As a producing house, OPUS are constantly planning with a curatorial and delivery conscious mind and, by working with us, you will be working in a company that values relationships.

We are mindful of the space we are operating in, community, civic, corporate and how an event or intervention is designed to work physically and symbolically in that space, with those attending or as passers by. OPUS event concepts must be capable of achieving the event's purpose, flexible enough to serve the full range of stakeholders and achievable within the available resources - but also represent the OPUS mission of transforming the perception or experience of space - and people's wellbeing - through culture. We are looking for someone dedicated to bring this to fruition.

Company Values

Risk - is not necessarily a bad thing but must be managed properly.

Range - scoping work correctly is the key to success with event planning.

Relationships - are core to our continued success and must be invested in

Event Manager Responsibilities

The Event Manager at OPUS is a senior role, supporting the business to deliver high-profile, multi-disciplinary arts and event projects. The role reports into the Managing Director and works closely with the Senior Producer at every level to ensure events are compliant, engaging and meticulously delivered across the OPUS portfolio. The role requires attentive and safe planning and delivery, as well as creative visioning and interpretation, fundraising, budgeting, strong communication and relationship building skills, reporting, artist liaison, stakeholder engagement and production / event delivery.

Health & Safety Compliance

- Ensure compliance with all health and safety regulations across all aspects of the business.
- Ensure insurance requirements for events are met, working closely with venue partners and insurance providers to confirm coverage and compliance.
- Conduct risk assessments, establish safety protocols, and perform regular safety audits.
- Coordinate health and safety training for team members and freelancers.
- Lead on any documentation required, and update H&S policies in line with legal standards.
- Ensure compliance with all health and safety regulations across all aspects of the business including the safety manual, which includes codes of practice issued by the Health and Safety Executive and other relevant regulatory guidelines.
- Ensure that any updated statutory requirements or best working practices are implemented and communicated to the relevant teams.
- Liaising with relevant external consultants as necessary

Event Management and Delivery:

- Support in the execution of a diverse portfolio of outdoor arts events, ensuring all logistical, technical, and creative aspects are seamlessly integrated to OPUS standards.

- Manage timelines, budgets, and resources to deliver events on schedule and within budget.
- Coordinate with production teams, vendors and technical staff to ensure smooth event setup, execution, and pack down.
- Ensure timely updates to internal teams and stakeholders, offering clear progress reports and resolving any scheduling conflicts or logistical challenges.
- Contract artists, performers, and suppliers, using DocuSign or similar tools to streamline agreements and ensure timely documentation.
- Schedule event management staff, allocating resources effectively to meet event demands and maintain high operational standards.
- Liaise with venue partners to coordinate schedules for event setup (build) and dismantling (break), ensuring alignment with overall event timelines.
- Maintain clear communication with freelancers regarding deadlines, resources, and feedback.
- Act as the primary point of contact for suppliers and service providers, handling inquiries, negotiating terms, and managing contracts.

Unit Inventory and Management

- Become familiar with the unit inventory and ensure any owned items are PAT tested and serviced as required.
- Work through logistical plans including van bookings, unit access and crew support as necessary.

Creative Programming and Artist Liaison:

- Collaborate with the Senior Producer to develop engaging and deliverable event programs that appeal to a wide audience.
- Act as the main point of contact for artists, performers, and contributors, ensuring their needs are met and their involvement aligns with event objectives.

Stakeholder Engagement:

- Build and maintain strong relationships with landowners and leisure operators, sponsors/funders, community organisations, and local authorities.
- Act as an ambassador for the company, representing our mission and values to stakeholders and the public.
- Foster new relationships with networks to create new partnerships (e.g. relationships with university event management departments).

Fundraising and Budgeting:

- Identify funding opportunities and assist with grant applications, sponsorship pitches, and fundraising campaigns for events that will be delivered.
- Prepare and manage event budgets, ensuring financial sustainability and accountability.

Digital Resources:

- Maintain and organise the company's Dropbox and Google Drive accounts, ensuring secure access and efficient file management for event planning.
- Implement best practices for data protection, document sharing, version control, and file organisation for event paperwork.
- Train team members and freelancers on best practices for using these technologies as required.

Communication and Reporting:

- Build, develop and implement comprehensive communication strategies to promote events across digital and traditional platforms and provide the client and OPUS teams with what's needed to sell our events to audiences.
- Prepare detailed post-event reports, including audience feedback, financial performance, and evaluation / lessons learned to drive continuous improvement.
- Support the Managing Director with strategy and business development tasks as required (specific to event funding, partnership pitches, or strategic growth) to develop our events offer.

Team Leadership:

- Supervise and motivate a team of staff, volunteers, and contractors, fostering a collaborative and inclusive working environment.
- Provide clear direction and support to ensure team members excel in their roles.
- Attend conferences and events, representing OPUS as required.

The Event Manager will also be required to undertake any other duties as may reasonably be required to support the successful planning, delivery, and evaluation of events

About You

The Event Manager is highly organised, able to coordinate multiple duties and prioritise efficiently. They will have meticulous attention to detail and be able to manage highly detailed tasks including maintaining budgets, financial considerations and compliance for OPUS. They are a natural collaborator who thrives in dynamic environments, with an interest in the arts but a passion for managing unique event experiences.

This individual has a proactive, solution-focused approach and demonstrates resilience and adaptability in the face of complex logistical and creative challenges.

Demonstrating a high level of emotional intelligence, they excel at fostering positive community engagement while building and nurturing stakeholder relationships across diverse networks. Renowned for their interpersonal warmth, attentive listening, and proactive mindset, they take a systematic and logical approach to ensuring safety at all times.

They are open to learning, value diverse perspectives, and bring a strategic approach to problem-solving, contributing to OPUS's long-term growth and reputation as a leader in arts and community engagement in events. With a commitment to both artistic excellence and strategic planning, they thrive in a fast-paced, ever-evolving environment, where creativity meets community impact.

Qualifications, Skills & Experience

Required Qualifications, Skills & Experience

- Substantial experience (ideally 5+ years) in organising large-scale, multi-disciplinary events with a strong creative focus, especially in outdoor or community-centric settings.
- Adept at coordinating with diverse partners to ensure event needs are met, especially in areas such as speaker hospitality, sponsor integration, and third-party vendor management.
- Ability to establish new networks whilst maintaining positive relationships with existing networks.
- Solid experience managing event budgets, including forecasting, tracking expenditures, and reconciling post-event costs.
- Proficiency in creative software and tools used for programming, budgeting, and event planning.

- Strong knowledge of event compliance, health and safety regulations, including experience with local authorities and licensing processes. Experience in overseeing compliance in pre-event planning, briefing teams and suppliers to ensure safe and compliant event execution.
- Skilled at sustaining positive working relationships with multiple stakeholders whilst maintaining the business continuity & quality standards.
- Experience in collecting and analysing post-event outcomes, compiling learnings into evaluation documents for continuous improvement and reporting requirements.
- Must hold a full UK driving licence and be confident driving a van, as the role involves transporting event equipment and materials to various locations.

Desired Qualifications, Skills & Experience

- Experience with arts organisations or creative businesses..
- Strong connections within the arts and events sector, with a network that can support OPUS's mission and growth objectives.
- Experience in pitching, tendering, and representation in external forums.
- Familiarity with strategic planning and operational improvements to support company growth and sustainability.

People first

At OPUS, we value relationships and truly believe in the importance of having the right person in the job, and know there is a lot more than just experience that people can bring to a role. We are looking to meet the broadest range of individuals when at interview stage, as there is scope for this role to be adapted for the right person depending on your skillset, interests or specialities.

OPUS is an equal opportunities employer, and we are particularly interested to hear from applicants from the Global Majority. We identify and encourage training opportunities, in line with company needs and individual ambitions, and look forward to exploring CPD opportunities for the successful candidate.

If you require this job description in any other formats, please do not hesitate to email enquiries@opusartsevents.co.uk, where a member of team will get in touch.

We are also happy to answer any other questions via the email above.

A Note from the MD

Thank you for your interest in OPUS!

Outdoor Places Unusual Spaces was formed in 2018. OPUS is a female-led, multidisciplinary arts and events producing house based in Birmingham. Our clients and partners enjoy working with and alongside us, due to the meaningful relationships we build with not just artists, and companies - but also the physical spaces we regularly work in.

2025 is looking bright for OPUS! In February we launch the inaugural Birmingham Light Festival, we have our first interactive exhibition planned for a charity partner and will return to the NMA for a long summer programme. We are actively looking to begin to tour work and expand our reach internationally.

To achieve all this, we all work hard at OPUS! Across our team and wider freelancer and partners, we have skills that span fundraising, event concept and design, event management, producing and production services. Our attention to detail means that people take note of our events and how their local and civic spaces are transformed.

We are passionate about creating safe, accessible and memorable events and this will drive much your decision making as part of the team.

You will be joining the team of three full time staff at a great time; continuing our mission of seeing your neighbourhood places and spaces transformed by culture.

We look forward to receiving your application and please get in touch if you need more information.

Caroline Davis

Managing Director and Creative Consultant

Next Steps

To apply, please send a CV and covering letter or portfolio deck to enquiries@opusartsevents.co.uk by end of day 9th March 2025.

Timeline

- **9th March** Applications close
- **14th March** Shortlisted candidates notified of interpretation to interview
- **20th and 21st March** Interviews will be in person in Birmingham, in an accessible venue.

- Ideal start date April but we have flexibility in this.

For any candidates that also want to experience an OPUS event, we will be on site delivering Birmingham Light Festival 19-22 February in Birmingham City Centre.

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