

### **Role Description/Specification: Live@EIJ Team Leader**

**Reports to:** Head of Evening Programme

**Responsible for:** Ensuring there are a variety of live bands and performers to provide entertainment on the main and alternative stage throughout the evening as well as prior to main ceremonies.

**Job Summary:** To provide an eclectic mix of live music and performances that is appealing to 10-18 year olds. Up to 3 (unsigned) bands are to perform for approx. 30-40 mins each, delivering good quality covers of recent music. Performances for the alternative stage are to be interactive, lively and engaging for participants. To manage a small team of artist liaison staff to assist in managing performers while on site.

#### **Main Activities:**

- In consultation with Head of Evening Programme book bands to perform
- Ensure a good working relationship with bands is established to ensure both EIJ and the bands are gaining from the experience
- Manage the budget for the zone, ensuring tight controls and maximising the benefits of all expenditure
- Manage the team and sub teams within the zone, responsible for managing staff at the event
- Manage bands and performers while on site, both on and off stage.
- Provide timely and accurate reporting up to the Programme Board and EIJ Exec as required
- Develop and deliver the zone in line with the overall Programme Strategy for EIJ 2020
- This is an early evening and evening role with some day time performances occurring around the ceremonies

#### **Personal Specification:**

- To have a love for band performances.
- To enjoy watching amateur dramatics/ out of the box performances
- To be able to think creatively
- Have a sense of humour and appetite for fun
- Have the ability to attend evening and weekend meetings and activities
- Have the ability to use electronic communication and standard IT applications such as Excel and Word or equivalents
- Good interpersonal skills

- Ability to communicate well with young people
- To be aged 18 or older