Open House London Project Coordinator

£24-27K pa, depending on experience, 5 days per week
Reporting to: Project Manager

Open City, the home of Open House, is a charity promoting a people-centred approach to city-making. We are looking for a coordinator to support the delivery of the annual Open House London event, in particular the marketing and communications.

<u>**Job Description**</u>

1. Open House London annual event

Event programme

- Coordination and administration of the event programme including research and telephone recruitment of existing and new buildings, talks and tours
- Meticulous administration of a large number of enquiries and participants
- Developing and maintaining database content

Communications/Marketing

- Managing press strategy including planning, pitches and responses, maintaining systems, lists and relationships, and press releases
- Developing and administering a communications strategy for press and marketing outputs including print materials, social media, online and e-news media, and the Open House app
- Managing and building upon reciprocal partnerships
- Coordination and administration of distribution of marketing materials
- Assisting with the coordination and administration of the event website including content and search facility development updates as required

Funding

- Developing and delivering paid marketing packages for architects and engineering practices
- Developing and delivering retail targets via the Open City shop and other outlets
- Administration and support for sponsors, project partners and local authority funders
- Researching new funding streams through trusts and foundations

Volunteers and learning programme

- Managing the volunteers programme including planning, new recruitment, registration process, allocations, and organising and delivering briefings and party events
- Developing and managing learning resources and measures
- Identifying and developing new funding streams for volunteer programmes

VIP receptions
- Assisting in production and delivery of networking and press receptions as necessary

Special projects

- Assisting with coordinating/delivery/marketing special projects where relevant e.g. competitions, special talks and tours

Research and evaluation

- Post event project evaluation including developing and administrating questionnaires, data analysis, writing summaries and contributing to/assisting with project reports

2. General tasks

- Responsibility for managing a core team of volunteers and interns, working with them and assigning tasks to ensure successful project delivery
- Assisting with general enquiries about Open City charity
- Assisting the director and the wider public programmes team on other programmes as necessary
- Helping to maintain essential project management tools e.g. workplan, budget

<u>Personal specification</u>

Knowledge and Experience
Essential:
- Experience successfully coordinating projects or events – from project initiation to completion
- Knowledge of marketing strategy concepts
- Experience delivering aspects of marketing such as setting up contra-marketing partnerships, creating newsletters and creating social media campaigns
- Experience handling press and writing press releases
- Experience working and communicating with a broad range of people from VIPs, major sponsors and business professionals to members of the public and volunteers
- Proficiency with databases

Desirable:
- Experience working within arts, architecture, built environment or events organisations
- Interest in/knowledge of architecture or design
- Experience securing funding

Education
Essential:
- Educated to degree level

Desirable:
- Educated to post-graduate level

Personal Skills

Essential:

- Excellent verbal communication and people skills
- Highly organised and self-motivated with ability to prioritise varied workload
- Able to multi-task, prioritise, be proactive and remain calm and efficient under pressure
- Ability to work alone and as part of a small team
- Confidence, credibility and excellent interpersonal skills
- Flexible and helpful approach
- Strong attention to detail
- Strong networking skills
- Excellent written and numeracy skills
- Ability to offer creative and imaginative input into projects

Technical skills

Essential:

- Detailed knowledge of Microsoft Office
- Advanced computer skills – database/CRM/CMS/Adobe In-Design & Photoshop

General Conditions

Position: Full time position

Holidays: 25 days per year including period between Christmas and New Year

Office Hours: 9.30am-6pm. Staff are occasionally required to work outside these hours in the normal course of their roles

To Apply

To apply for this role, please email your CV and supporting statement (2 pages max) to recruitment@open-city.org.uk by Monday 20th November 2017.

Successful candidates will be asked to interview. Please note we are unable to provide feedback at this stage.

About Open House London

Open House London is the UK's largest annual festival of architecture and design. It is a city-wide celebration of the buildings, places and neighbourhoods where we live and work, engaging everyone in a discussion about its future. The programme encompasses a focus on new and future development, engineering, landscape design, housing and sustainability as key elements of what makes a successful city.

openhouselondon.org.uk

About Open-City

Founded in 1992, Open City is the leading independent, non-profit built environment organisation working across the whole of the capital.

Open City not only connects policy-makers with property and built environment professionals but supports them in building better dialogue and relationships beyond the profession and policy spheres. We create innovative programmes to engage with a broad range of people:

— *policy-makers*: councillors, officers and others in national, regional and local government
— *industry partners*: developers, contractors, consultants, architects, engineers
— *the wider community*: including residents' and community groups, neighbourhood forums and young people