

Work at  
Eden Court

**ADMINISTRATOR,  
CONFERENCE +  
EVENTS,  
FUNDRAISING +  
PHILANTHROPY**



## Like to join our team?

Eden Court is well known as the biggest entertainment venue in the Highlands but it is also a registered charity and provides the largest creative learning programme in the UK.

**300,000**

people come through Eden Court Theatre and Cinema's doors each year

**90%**

of all Highland residents have been to Eden Court

**£6m**

Eden Court's annual input to the economy

**100,000**

take part in Eden Court's activities for children, young people and the community

**70,000**

see movies at Eden Court Cinema each year



Eden Court Highlands (trading as Eden Court) is a company registered in Scotland (company number SC63216) and a charity registered with the Office of the Scottish Charity Regulator (registered number SC008237).

The company's registered office is at Eden Court, Bishop's Road, Inverness, IV3 5SA.



# Our Programme

## Theatre

**Everything from big-name stars to intimate gigs.**

Eden Court Theatre is the cultural heart of the Highlands, hosting live performances of all art forms, attracting both international performers and local acts. We attract a huge variety of talent, with over 400 performances of 250 different shows each year, mainly down to our programming experience and knowledge of Highland audiences.

We exist to serve the people of the Highlands and visitors to the area by giving them access to an incredibly wide range of arts and cultural experiences. Each year over 160,000 people agree.

## Cinema

**1,900 hand-picked screenings per year.**

70,000 people come to Eden Court's two cinemas each year to see a huge variety celluloid content.

The carefully curated programme of films includes the best in world and independent films, sitting alongside carefully chosen mainstream offerings.

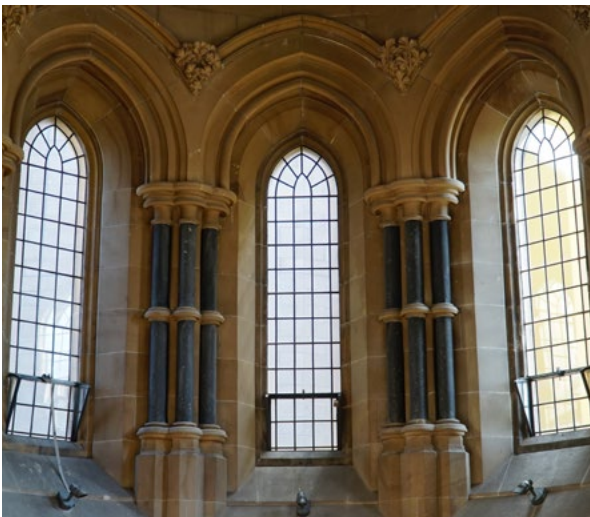
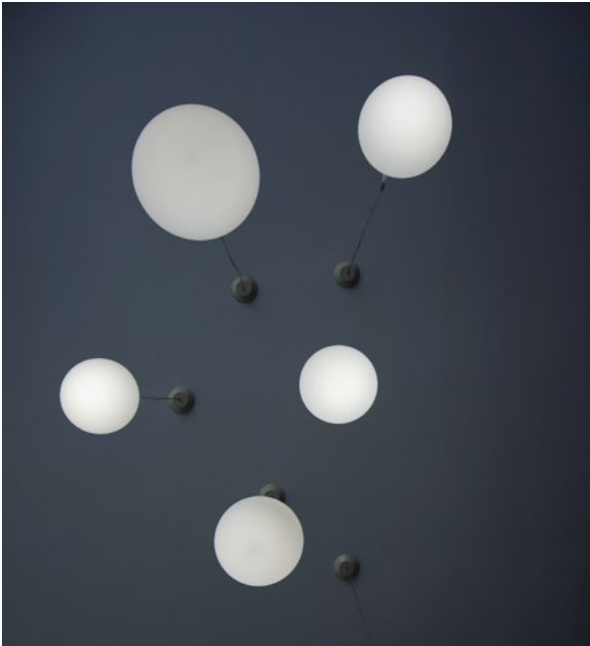
The modern cinemas often host directors' talks and are the only cinemas in the north equipped with 35mm capacity.

The annual Inverness Film Festival celebrates films from across the globe as well as Scotland during the five day event at Eden Court.

## Engagement

**Eden Court's Engagement programme is a huge success story.**

The team run over 60 classes a week at Eden Court and uniquely offer nationally recognised qualifications in Dance and Drama for young people unable to access this learning in Highland Schools. We deliver large-scale community events, make work for family audiences and across the geographically challenging Highland region our Youth Theatres provide opportunities for young people to engage with the performing arts.



## Visual Art

Our three galleries work with artists to present a varied programme of exhibitions. Showcasing the work of both established artists and investing in the next generation of talent.

## A Socialising Hub

**Eden Court attracts people from all over the world to its riverside setting.**

Our busy bars, restaurant and cafe are great places to meet, with Eden Court Lates attracting a loyal following to free monthly events in the bar.

Eden Court's unique location makes us the departure point of choice for drivers taking on the North Coast 500, ensuring we have plenty of colour in the car park, too.

## Great Spaces

**A much-loved venue at the heart of the Highlands.**

Eden Court has two theatres, two cinemas, two studios, galleries, bars and a restaurant. All have state-of-the-art facilities to suit access needs.

A venue for major events, Eden Court has hosted political conferences for SNP and Liberal Democrats, craft, wedding and Christmas fairs and the popular XpoNorth, Scotland's leading creative industries festival.

## VACANCY

# Administrator, Conference + Events, Fundraising + Philanthropy

The Conference and Events function is a key contributor both to Eden Court and to the Inverness Business community; they are a champion and advocate for Eden Court both in the Highlands and further afield. As part of the Fundraising and Philanthropy team, the role of Conference and Events Administrator is responsible for supporting the department and assisting with the events that have become part of our regular calendar.

This role works closely with the Conference and Events Co-ordinator to help consolidate and improve the service we offer to business clients, from initial enquiry through to final delivery of the event.

## Candidate Specification

We do not expect a candidate to have experience of all the areas listed below, but preference will be given to candidates who can demonstrate experience in a number of the areas.

3. Self-motivated and able to contribute ideas
4. Good attention to detail

### QUALIFICATIONS/ EXPERIENCE/ KNOWLEDGE

1. Strong administrative skills and a commitment to high standards of customer care
2. Experience of organising and running successful events and meetings
3. Experience of planning and delivery fundraising activity
4. Good IT skills, especially with use of Word and Excel programmes and quick to learn new skills – particularly the use of Yesplan; the organisation's venue management system

### PERSONAL QUALITIES

1. Excellent written and verbal communication skills
2. The ability to establish positive working relationships with both colleagues and supporters

## Position Details

### ENQUIRY HANDLING

1. To assist the Conference and Events Co-ordinator in responding to event enquiries. This may be by email, phone calls and personal callers.
2. Entering bookings into the diary system with all the information the client has at the time of booking: catering requirements/ room layouts/ equipment requirements etc.
3. For all events you will liaise with the Co-ordinator to ensure bookings are handled from enquiry through to delivery.

### CONFIRMED BOOKINGS

1. Ensure that the event details in Yesplan (venue management system) are complete and share updates as appropriate
2. Produce and send out confirmation letters to clients.
3. Order any equipment required from external suppliers, e.g. tables, linen, and ensure Purchase Orders are generated within the appropriate timescale.
4. Liaise with other departments such as Catering, Technical and Front of House about client requirements.

### FUNDRAISING AND SPONSORSHIP

1. To assist the Fundraising Manager in organizing supporter events, responding to enquiries and maintaining contact information.

### ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Assist the Conference and Events Co-ordinator and Fundraising and Philanthropy team with any other duties as reasonably requested.

As a member of Eden Court staff you will be required to uphold key policies including Equal Opportunities, Customer Care, Health & Safety and Safeguarding Policies. You will also be expected to take your share of responsibility in the ongoing improvement of these policies and for contributing to the overall profile and reputation of Eden Court.

# Important Information

- Full time – 37.5 hours
- Salary: £18,000
- Holidays: 28 days with 6 public holidays
- Workplace pension scheme
- Applications should be received by 23 September 2019
- Interviews will be held on 27 September 2019

## How to Apply

If you think this is the job for you please send us your CV and a covering letter of no more than two sides of A4 outlining your career history to date, skills and experience that make you the right candidate for the role.

Please also complete the equal opportunities monitoring form and return this to us with your CV.

You can send your application to us by email or post. Please mark the envelope 'Administrator, CEFPP' clearly in the top left hand corner:

Human Resources Department  
Eden Court  
Bishops Road  
Inverness, IV3 5SA

Email your application to us at [jobs@eden-court.co.uk](mailto:jobs@eden-court.co.uk)