

Job Description: Workshops and Events Co-ordinator

Reporting to: Education Manager

Fulltime. Salary £22,500 - £24,500

Purpose of this role

To support the business objectives by developing and administering a compelling programme of workshops and events, collaborate with a diverse range of stakeholder groups to drive engagement and support delivery of the RPS strategic plan.

Main responsibilities

Working with tutors

- Communicate regarding course delivery such as providing number of participants, cancellations and relevant information on special requirements that enable the course to run smoothly.
- Obtain course content and planning while ensuring all text and information is correct and suitable for the website and marketing materials.
- Check and pass on payments requests from tutors and venues.

Interacting with customers

- Ensuring all participants have the relevant information to allow them to attend courses online and in-person.
- Deal with workshop enquires regarding course content and resolve issues when they arise.

Course development - with the support of the Education Manager

- Seek out new tutors and practitioners who can deliver new and innovative approaches to all aspects of photography from beginners to professionals.
- Source and work with different venues and partners to host events focusing on suitability affordability and Health and Safety.
- Support the RPS Certificate Scheme

Supporting Audience understanding

- A customer focused approach to the role. Working collaboratively to use audience insights, both within the RPS and outside, to ensure that the RPS deliver a relevant and engaging programme of courses and events



- Ability to research trends in the photographic community, looking for opportunities for courses, and support the development of course content and delivery

Collaborating with others

- Work closely with a wider stakeholder group to achieve overall KPIs and support achieving the RPS strategic plan
- Providing information to colleagues to support decision making around what courses and events to promote
- Sharing reports on bookings and attendance to support understanding of marketing activity performance
- Work with the Digital Development Manager and the Marketing team to develop and maintain website pages and other digital resources that contain educational content workshops, events, bursaries, HE certificates etc.
- Communicate effectively, in writing and verbally to pass on tasks to colleagues who work to support the department.

Supporting the administration of the event programme

- Owning and ensuring the accurate uploading and updating of RPS events and workshops online
- Monitor and maintain spreadsheets including evaluation and feedback

You will be required at times to work outside the normal hours of the working day, such requests will be planned in advance.

Key attributes:

- Competent at using communication platforms and technology such as CMS systems, email clients and data analysis/project management tools.
- Excellent communication and interpersonal skills.
- Excellent written skills and attention to detail.
- Collaborative with the ability to work effectively with different project leads, cross-functional teams and external agencies.
- Self-starting, comfortable to effectively manage a diverse workload and work to effectively resolve competing demands on time.

Desirable:

- 1yr + experience in transferable role
- Experience in developing and delivering arts-based events



- Comfortable interpreting data and analysing and reporting on outcomes, and measuring against KPIs
- Knowledge of Health and Safety Legislation
- Interest in the arts and photography
- Competent at using design software and video editing

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you, by or on behalf of the Chief Executive Officer without change to the level of responsibility appropriate to the grading of the post.

Application details

CLOSING DATE: Monday 1 July 2024

Please send your CV and covering letter to:

Email: recruitment@rps.org

Please include in your covering letter your notice period, any planned holiday leave and the name and contact details of two referees.

Please also include why you think you are the right person for the job and what you feel you bring to the role.

If invited to interview you will be asked to complete a short task to be brought with you on the day.

