

# Capel Manor College

## Lecturer in Event Management and Creative Production

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Job Description & Person Specification



# JOB DESCRIPTION & PERSON SPECIFICATION

## JOB DESCRIPTION

<b>Post</b>	<b>Lecturer in Event Management and Creative Production</b>
<b>Scale</b>	Lecturing
<b>Grade</b>	Teaching & Learning scale points 19-35
<b>Responsible to</b>	Team Leader in Art and Design
<b>Location</b>	<b>Enfield</b>
<b>Contract</b>	Part-time (0.5), Permanent

### **Key Responsibilities:**

The key responsibility of the Lecturer in Event Management & Creative Production is to plan, develop and deliver high-quality teaching and learning across event management, creative production and Createch-related programmes, equipping students with the practical, business and digital skills required for progression into the events and creative industries.

The postholder will create engaging and industry-focused learning experiences that develop students' knowledge and understanding of event planning, coordination, delivery and evaluation, while embedding key skills including project management, budgeting, stakeholder engagement, communication, teamwork, problem-solving and entrepreneurial thinking.

The Lecturer will lead and support live event projects, providing students with real-world experiences that reflect current industry practice and expectations. In addition, they will design and deliver creative workshops, enrichment activities and short courses that enhance student engagement, innovation and employability, while integrating digital technologies and business planning skills into the curriculum.

The successful candidate will inspire and motivate students to achieve their full potential through practical, hands-on learning, whilst monitoring progress, assessing achievement and supporting students to develop the confidence, professionalism and adaptability needed to succeed in higher education, self-employment or careers within the events, creative and Createch sectors.

### **Responsibilities:**

#### **Teaching and Learning**

- Plan, prepare and deliver engaging, inclusive and high-quality teaching across Event Management & Creative Production programmes.
- Deliver up to 420 teaching contact hours per academic year.
- Teach and assess students on BTEC and NCFE qualifications in Event Planning, Event Management and related Creative Production programmes, ensuring awarding body standards and requirements are consistently met.
- Develop schemes of work and industry-relevant learning resources that support student achievement, progression and employability.
- Create a positive and professional learning environment that encourages creativity, collaboration, innovation and independent thinking.
- Differentiate teaching approaches to meet the individual needs of students and promote inclusive learning.
- Promote high levels of student attendance, engagement, retention, achievement and progression.

## **Curriculum Development**

- Support the successful implementation, delivery and continuous development of Event Management & Creative Production programmes.
- Contribute innovative and industry-informed ideas to enhance the curriculum offer and student experience.
- Develop and deliver workshops, masterclasses, enrichment activities and short courses in event planning, event management, creative production, enterprise and digital skills.
- Ensure curriculum content reflects current industry practice and developments within the events, creative and Createch sectors.
- Develop opportunities for students to participate in live event projects, employer engagement activities and industry experiences.

## **Industry and Project-Based Learning**

- Lead and support the planning, coordination, delivery and evaluation of live events as an integral part of the student learning experience.
- Embed practical industry skills including event planning, project management, budgeting, venue operations, marketing, customer service, risk assessment and event evaluation.
- Support students in managing event briefs from concept development through to event delivery and post-event review.
- Integrate business, enterprise and entrepreneurial skills to enable students to develop commercially viable event concepts and projects.
- Embed digital tools and technologies relevant to event management and creative production.
- Promote professional standards and industry expectations throughout all aspects of programme delivery.

## **Student Progress and Support**

- Set challenging and achievable targets for students.
- Monitor, assess and record learner progress in line with college and awarding body requirements.
- Provide timely, constructive and developmental feedback.
- Support students to achieve their academic, personal and career aspirations.
- Act as a positive role model, promoting professional standards, values and behaviours.

## **Quality Assurance**

- Contribute to assessment, standardisation and quality assurance activities as required.
- Maintain accurate student records, assessment documentation and tracking information.
- Participate in course reviews, self-assessment, quality improvement planning and awarding body requirements.
- Ensure compliance with college policies, awarding organisation regulations and quality standards.
- Contribute to the ongoing evaluation and enhancement of programme performance and student outcomes.

## **General Responsibilities:**

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

## **PERSON SPECIFICATION**

### **Qualifications**

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- A Level 3 qualification or above in Event Management, Events, Business, Hospitality, Creative Production or a related discipline.
- Teaching qualification (PGCE, Cert Ed, DTLLS or equivalent)
- Relevant assessor qualification or willingness to achieve.

### **Desirables**

- Internal Quality Assurance (IQA) qualification.

### **Experience**

- Industry experience in event management, event coordination, event production or the delivery of live events.
- Experience teaching in Further Education, Adult Education or work-based learning.
- Experience planning, organising and evaluating events from concept through to completion.
- Experience managing budgets, resources and timelines.
- Experience working with clients, suppliers, stakeholders and external partners.
- Experience supporting, mentoring or training young people, colleagues or teams.
- Experience delivering BTEC, C&G and/or NCFE qualifications.
- Experience leading student-led or community-based events.

### **Skills, Abilities and Knowledge**

- Strong knowledge of event planning, event operations and event management processes.
- Knowledge of project management, budgeting, risk assessment and event evaluation.
- Understanding of business, enterprise and entrepreneurial principles within the events sector.
- Ability to deliver engaging and inspiring practical and theory-based lessons.
- Strong organisational, communication and interpersonal skills.
- Ability to motivate and engage students from a wide range of backgrounds and abilities.
- Ability to assess student work, provide constructive feedback and support achievement.

- Ability to use digital technologies to support teaching, learning and event delivery.
- Commitment to promoting high standards of attendance, behaviour and achievement.
- Knowledge of current trends within the events and creative industries.
- Experience using event planning, project management or creative production software.
- Understanding of progression routes into higher education and employment within the events sector.
- Experience developing employer partnerships and industry links.

### **Other Factors**

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- Passionate about event management, creative production and education.
- Committed to continuous professional development.
- Enthusiastic, innovative and adaptable.
- Student-focused with a positive and encouraging approach.
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of college life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required