

Stroud Pride Committee

“Event Coordinator”

Job description & Key responsibilities

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STROUD
PRIDE

Job Title:

Event Coordinator

Role Type:

Full committee member

About Stroud Pride Committee:

Stroud Pride Committee is a group of friendly, creative, and enthusiastic volunteers from the local LGBTQ+ community. Our mission is to celebrate Stroud's acceptance of its LGBTQ+ community through events like the Stroud Pride Picnic and to work towards a more inclusive and supportive society.

Job Description:

The Event Coordinator will be responsible for the planning and execution of Stroud Pride events. This role involves managing all logistical aspects of events, from initial planning stages to the day of the event, ensuring a smooth and successful experience for attendees and participants.

Key Responsibilities:

- Plan, organise, and execute Stroud Pride events, including the Stroud Pride Picnic.
- Manage stall applications and coordinate with vendors and outside agencies.
- Develop and maintain a comprehensive event management plan and site plan.
- Oversee logistical aspects, including venue setup, permits, safety, and compliance.
- Collaborate with the Entertainment Officer to integrate entertainment into the event schedule.
- Coordinate volunteer efforts and ensure all roles are staffed and prepared.
- Monitor event progress and address any issues that arise during planning and execution.
- Provide post-event evaluations and reports to the committee.

Limits and scope of the role:

- The Event Coordinator must act in accordance with the Stroud Pride constitution and committee guidelines.
- The role involves logistical and organisational tasks related to event planning and does not extend to financial management or non-event-related duties unless specified.
- Ensure all activities are strictly related to Stroud Pride events and operations.

Qualifications:

- Strong organisational and planning skills.
- Proven experience in event management and coordination.
- Excellent communication and negotiation abilities.
- Ability to manage multiple tasks and meet deadlines.
- Understanding of legal and safety requirements related to events.
- Ability to work collaboratively within a team and independently.