

Job Title: Open House London Project Coordinator
Reports to: Open House London Project Manager
Duration: Full time employment
Salary: £26,000-£27,000 pa (salary according to skills and experience)

Purpose of Post: To support the Open House London Project Manager in the development and efficient delivery of the annual Open House London event and its fringe activities.

Job Description

Responsibilities & Duties

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

Proficiency with relational databases

Marketing and Press

Press coordination including planning, pitches and responses, maintaining systems, lists and relationships, press releases

Assist with the coordination and administration of marketing strategy and outputs including print materials, reciprocal partnerships, social, online and enews media, and mobile apps

Coordination and administration of distribution of marketing and other materials

Assist with the coordination and administration of the event website including content and search facility development and updates

Assist with content compilation and proofreading of printed Guide

Volunteers and learning programme

Management of the volunteers programme, including planning, new recruitment, registration process, allocations, and organising and delivering briefing and party events

Developing and managing learning resources and measures

VIP receptions

Assist in production and delivery of VIP events as necessary

Special projects

Assist with coordinating/delivering/marketing special projects where relevant eg competitions, cycling events, special talks, London Night Hike

Funding

Planning, coordination and administration of some funding streams including paid marketing opportunities packages, and earned income / retail via the Open-City shop and other outlets to hit budget targets

Administration and support for local authority funders, sponsors and project partners

Research and evaluation

Contributing to post event project evaluation including questionnaires, analysing data, summaries and contributing to /assisting with project reports

2. General Tasks

Working with and assigning tasks to core volunteers to ensure successful project delivery

Helping to maintain essential project management tools eg timesheets, workplan, budget

Assist with general enquiries about Open-City charity

Assist the Director / Project Manager on other public or related programmes, eg 20th anniversary celebrations, education projects etc.

Personal Specification

Knowledge and Experience

Essential:

Experience of working and communicating with a broad range of people from VIPs, major sponsors and business professionals to members of the public

Experience of successfully coordinating projects – from project initiation to completion

Knowledge of the concepts of marketing

Experience handling press

Desirable:

Experience of working within an arts, architecture or built environment organisation

Experience of working within the Third Sector

Securing external funding

Research

Interest in/knowledge of architecture or design

Education/Training

Essential:

Educated to degree level

Desirable:

Educated to post-graduate level

Personal Skills

Essential:

Ability to communicate effectively with diverse groups of people including sponsors, volunteers, Trustees, architects, building contacts, and local authorities
Excellent verbal communication and people skills
Excellent written and numeracy skills
Flexible and helpful approach
Highly organized and self-motivated with an ability to prioritise varied workload
Able to multi-task, work quickly and accurately, be proactive and remain calm and efficient under pressure
Strong attention to detail
Ability to work alone and as part of a small team
Confidence, credibility and excellent interpersonal and negotiating skills
Tact, sensitivity and a diplomatic manner
Strong networking skills
Ability to offer creative and imaginative input into projects

Technical Skills

Essential:

Detailed knowledge of Microsoft Office inc Word, Excel, Powerpoint

Desirable:

Advanced computer skills – database/In-Design/Photoshop/Dreamweaver/familiarity with Apple Macs

Other factors:

Ability to occasionally work evenings and weekends when required.

General Conditions

Holidays: 28 days per year including period between Christmas and New Year

Hours: 9.30am-6.00pm. Staff are occasionally required to work outside these hours in the normal course of their roles.

To Apply:

Please forward your CV, together with a letter max 2 pages outlining why you feel you are qualified for this position.

Deadline – Monday 16th January

By post:

FAO Eleanor Champion

Open-City, 44-46 Scrutton Street, London EC4A 4HH

By email:

to Eleanor at ecampion@open-city.org.uk

To enquire about any aspect please phone 020 7383 2131 – NB the Open-City office is closed between Fri 23 December 2011 and Tues 3 January 2012

About Open House London

Open House London is the capital's largest architectural festival, and a truly city-wide celebration of the buildings, places and neighbourhoods where we live and work. At its core is the simple but powerful concept: for people to learn about and advocate for the value of good design in every London neighbourhood through direct experience of great buildings, completely for free. Each year, approximately a quarter of a million people explore over 750 buildings plus special events, family activities, walks, talks and cycle tours to discover the design, regeneration and conservation of every area of the city.

The initiative advocates good places to live and sustainable communities by showcasing quality examples of homes and housing, retrofit and zero carbon buildings, construction sites, contemporary and historic icons, neighbourhood walks, and placemaking. Communities hear from the experts shaping our environment – architects, planners, businesses as well as grass-roots. The event is supported by 31 London boroughs, as well as over 20 other sponsors and supporters.

Comments from the public:

“Open House London shows how good architecture doesn't just need to be the landmarks - how good design improves environments and spaces for people”

“I apply the knowledge I have picked up from visiting buildings to better appreciate architecture in my area and even provide feedback to consultations on new developments”

For further information about Open House London, please visit www.openhouselondon.org.uk

About Open-City

Open-City is a unique, independent organisation committed to influencing the quality and experience of London's spaces and places. With a basis of experience, expertise and research built up over 2 decades, Open-City encourages dialogue, debate and learning about how architecture and public space impacts our daily lives, and enables people to discover and understand how they can really influence change in the built environment.

Our programmes are shaped by our three main target audiences:

- Engaging the general public – enabling all Londoners to experience and learn about the capital's most interesting and significant architecture through the Open House London annual event and a year-round architecture programme
- Learning for young Londoners – providing architectural education for students in London's schools through our Architecture in Schools programmes
- Advocating good design amongst decision-makers – working with local authority officers and councillors, regeneration professionals and developers, and other decision-makers to advocate for good design throughout the city. This includes policy and decision making related to art in public spaces

For further information about all of our initiatives, please visit www.open-city.org.uk

Open City in 2012

2012 will see 20 years of Open House London and of the Open-City organisation as a whole. Our 20th anniversary will provide an opportunity to reflect on the positive achievements which have taken place in our capital, who and what have played a role, what lessons have been learned and what makes a better place to live work and play.

'The Changing Face of London' programme

Our theme for 2012 is the 'Changing Face of London'. During 2012, existing Open-City initiatives will continue to be developed and showcased, whilst other new campaigns and schemes will establish themselves to take our vision forward.

Open House London will present an edition in 2012 unprecedented in scale, breadth and reach. A beautiful hardback book, published by Ebury Press, will present 100 exemplars showcased during our 20 years and will be available in September 2012.

Our other major initiatives will be key elements of our 2012 celebratory activities, such as Green Sky Thinking; Architecture in Schools – reaching 30,000 pupils in the past 10 years alone; London Exemplars - design awareness training courses for London's Planning Councillors; and the second annual Open House Worldwide conference to take place in London in June 2012.