

## Leeds City of Maths Events Manager

Location: MathsCity, Leeds / Hybrid · Contract: Fixed-term (2 years, 0.6 – 0.8 FTE)

Salary: Pro rata of £51,670–£56,670, dependent on experience. Consultancy rates will be considered.

Holidays: Pro-rata of 20 days + bank holidays

Start Date: 1<sup>st</sup> Sept 2025

Application Closing Date: 4<sup>th</sup> July

Interview Date: Likely to be weeks commencing 14<sup>th</sup> July and 5<sup>th</sup> August via Zoom

### About the City of Maths

The City of Maths is a bold, multi-year initiative designed to reimagine how people connect with maths. Through a mix of public events, educational outreach, and collaborative partnerships, we aim to inspire communities, change attitudes, and open up opportunities around mathematics and make a lasting impact.

Led by MathsWorldUK and building on the success of MathsCity in Leeds, this ambitious programme is a collaborative venture shaped through expert input and stakeholder engagement. Delivery partners include:

- Leeds Rhinos
- The University of Leeds
- Leeds City Council (LCC)
- LeedsBID

Together, we're building a city that celebrates maths as creative, accessible, and culturally vital.

### About the Role

We're looking for an experienced and dynamic Events Manager to lead the planning, coordination, and delivery of a programme of vibrant, engaging events as part of the City of Maths.

This is a delivery-focused role with real creative input – helping to produce standout and innovative activities ranging from light shows and drone displays, to school competitions, award ceremonies, and city-wide experiences that inspire and engage diverse audiences with mathematics.

The Events Manager will work closely with the Project Manager and wider team to deliver engaging, safe, well-managed, and high-quality events – with a focus on inclusion, creativity, and operational excellence.

This is an opportunity to shape a high-impact cultural programme, working with a passionate team and committed partners to leave a legacy in Leeds and beyond.

## Key Responsibilities

### Leadership & Team Development

- Recruit, train, and manage a volunteer cohort
- Foster an inclusive, collaborative and visitor-centered team culture
- Excellent communication skills who is able to influence a wide range of stakeholders
- An exceptional team player who can work with different stakeholders to deliver a high impact and complex events programme

### Programme Delivery & Operations

- Lead on the operational planning and smooth delivery of City of Maths events across the two-year programme.
- Highly organised and able to manage every aspect of event logistics, including scheduling, venue and supplier liaison, technical delivery, accessibility, staffing, and volunteers.
- Develop and manage event budgets, reporting to the Project Manager and ensuring efficient use of resources and value for money.
- Appoint and coordinate suppliers, freelancers, and production partners, ensuring procurement aligns with organisational policies.
- Act as duty manager during events where required, serving as a key point of contact for speakers, audiences, venues, and team members.
- Build and maintain strong relationships with key partners, stakeholders, and local community groups.
- Ensure all necessary licenses, permissions, DBS, and risk assessments are in place for each event.
- Embed health and safety and safeguarding best practices across all activity, acting as Health & Safety Coordinator for events you oversee.
- Collaborate with the marketing team to support audience development and cross-promotion.
- Monitor engagement and contribute to project-wide evaluation through data collection and reflective practice.
- Use learning from evaluation to support continuous improvement across the programme.
- Providing management information to trustees and funders.

## Person Specification

### Essential

- GCSE grade C and above in English Language and maths

- Minimum 5 years' experience in the live events sector, including event manager-level responsibility for complex, multi-partner programmes.
- Proven track record of delivering multi-venue events to time, budget, and high safety standards.
- Strong organisational and project management skills, with experience leading diverse event teams.
- Excellent communication and interpersonal skills, able to maintain effective relationships with multiple stakeholders.
- Knowledge of event licensing, infrastructure, and planning considerations.
- Strong understanding of safeguarding, health and safety, and risk management within event contexts.
- Experience of managing volunteers and freelance staff.
- Competent IT user with strong Microsoft Office skills and ability to learn new digital tools.
- Willingness to work occasional evenings and weekends

#### Desirable

- Degree or professional qualification in events management, marketing, or similar
- Post-16 maths qualification
- First Aid Qualification
- Full driving licence
- Experience of site management in outdoor event settings

#### What We Offer

- A unique chance to shape a groundbreaking cultural initiative
- Flexible, hybrid working arrangements based in central Leeds
- A supportive, mission-driven team culture

#### How to Apply

To apply, please email your CV and a cover letter (max 2 pages) explaining your suitability for the role to:

katie.chicot@open.ac.uk

- Deadline for applications: 4<sup>th</sup> July
- Interviews: Likely to be weeks commencing 14<sup>th</sup> July and 5<sup>th</sup> August via Zoom

If you have any questions or would like to discuss the role informally, please get in touch – we'd love to hear from you.