

Job Title: Freelance Event Coordinator

Location: Manchester Craft and Design Centre, Northern Quarter, Manchester

Contract Type: Freelance (project-based)

Fee: Competitive, based on experience and agreed scope of work

Start Date: ASAP / Autumn 2025

Application Deadline: Wednesday 15th October at 5pm

About Manchester Craft and Design Centre

Manchester Craft and Design Centre (MCAD) is a vibrant creative hub in the heart of Manchester's Northern Quarter, home to over 20 independent studio shops and a year-round programme of exhibitions and events. We champion contemporary craft and design, support local creatives, and connect audiences with handmade work through inspiring, inclusive experiences.

Role Overview

We are looking for a highly organised, proactive Freelance Event Co-Ordinator to support the planning, coordination, and delivery of our external venue hires and shopping events.

This role will help us maximise the use of our unique venue for private hires, public-facing markets, and special events - ensuring they run smoothly, align with our values, and enhance the visitor experience.

Key Responsibilities

- Liaise with clients and internal teams (Exhibitions and Events Officer and General Manager) to ensure a smooth delivery of varied events
- Oversee event setup, breakdown, and on-the-day coordination
- Ensure events comply with health & safety and building use policies
- Assist with the coordination of craft and maker markets, pop-ups, and special shopping days
- Liaise with event parties providing event support and guidance
- Support the marketing team with event promotion and content capturing
- Help evaluate events, gathering feedback from attendees and participants
- Operations, venue and logistics support
- Support Exhibitions and Events Officer with delivering event schedules, risk assessments, and checklists
- Liaise with café, studio holders, and external suppliers as needed
- Ensure events reflect MCDC's values, mission and customer service standards

Person Specification

Essential:

- Proven experience in event planning and delivery (especially in cultural, retail, or venue hire contexts)
- Excellent organisational and time management skills

- Strong communication and interpersonal skills
- Confident working independently and problem-solving on the spot
- Ability to work evenings/weekends depending on event schedule

Desirable:

- Knowledge of the craft and design sector
- Experience working in heritage or cultural venues
- Familiarity with Manchester's creative community

Working Arrangements

- Flexible, freelance position based on an agreed scope of work and schedule
- Some on-site presence at Manchester Craft and Design Centre is required for key events
- Own laptop and phone preferred

How to Apply

To express interest, please send:

- A short cover note outlining your relevant experience and availability
- Your CV or portfolio of previous event work

Send to: Jessica Bennett, General Manager: manager@craftanddesign.com by
Wednesday 15th October at 5pm