



**AUT  GRAPH**

**Events Coordinator  
Job Pack**

# Hello!

Thank you for your interest in joining the team at Autograph. In this job pack, you'll find information about: who we are and what Autograph does; the Events Coordinator role; and what we're looking for in an applicant.

## Here's some helpful links

- [Autograph's website](#)
- [Webpage for the role, including links to the application forms in Word format](#)

Autograph strives to be an inclusive place where we can all be ourselves. We particularly encourage responses to this opportunity from global majority\* applicants who are underrepresented in the arts and cultural sector.

Have any questions about the application process, or need this application pack in a format that's more accessible for you? We're here to help, get in touch at [info@autograph-abp.co.uk](mailto:info@autograph-abp.co.uk)

## What's in this application pack

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**The deadline to apply is 12pm (BST) on Wednesday 15 July 2026.**

*\*Global majority in this context refers to people who identify as Black, Asian, mixed and/or have been racialised as 'ethnic minorities'; these groups represent over 80% of the world's population.*



Give  
a little  
love

## *About the role*

Autograph wants to recruit a full-time Events Coordinator to coordinate delivery of our busy, vibrant annual public events programme.

We are looking for someone who is curious, confident in communicating with many different people, has strong practical event management and production skills, and the capability to help set up and deliver events in a wide range of places from schools to our galleries. If you are interested in learning about public perspectives on art and culture and helping to shape debate apply to join our friendly team based at Autograph's gallery in Shoreditch.

Through regular events, we connect audiences and participants with the themes and ideas explored through the gallery's exhibitions, commissions and collection, and to widen conversations and ideas about photography, identity, representation, archives and social justice.

Our aim is to:

- Introduce audiences to a wide network of thinkers and makers.
- Foster cross-disciplinary conversation.
- Create welcoming and accessible spaces and opportunities for people to come together and engage with contemporary photography and visual culture.
- Encourage debate and feedback.

Events take place on site, off site and online. They include talks, workshops, occasional conferences, screenings, performances, tours, activity in school and community settings and for teachers and educators at our galleries, and open calls. They are delivered by Autograph alone and in partnership.

In this role you will support research activity, delivery, marketing, logistics and operational coordination which brings together artists, writers, researchers, performers, educators and community practitioners together for memorable encounters with our audiences.

You will work closely with the Engagement Curator and the Interim Events Curator who together lead the strategic development of public events, in dialogue with our wider team of curatorial and marketing colleagues.

You need to be equally comfortable both setting up a small event for teacher networks at our gallery, as you are with assisting in the delivery of a conference for 100 people or a VIP event at an art fair. You'll coordinate event marketing to engage many different audiences, including people most marginalised from mainstream arts and culture offers.

## *How to Apply*

There are three forms to fill in to apply for this role:

- 1) Application form
- 2) Equal opportunities form
- 3) Criminal record declaration form

You can find all forms in this application pack. If you would prefer the forms in Word format, [click here](#).

Have any questions about the application process, or need this application pack in a format that's more accessible for you? We're here to help, get in touch at [info@autograph-abp.co.uk](mailto:info@autograph-abp.co.uk)

Email the completed forms to [info@autograph-abp.co.uk](mailto:info@autograph-abp.co.uk) by **12pm (BST) on Wednesday 15 July 2026**.

The subject line for the email should be Events Coordinator.

We regret that applications received after the deadline will not be considered. You must use our application form to apply for this role; please do not just send a CV as we won't be able to consider it.

If you wish to send your application by post address it to:

Team Assistant  
Autograph  
Rivington Place  
London EC2A 3BA

**Interviews will be held on Wednesday 22 July 2026 at Rivington Place.**

Candidates selected for interview will be notified ASAP after the deadline. We are sorry but we cannot provide feedback to candidates who are not shortlisted for interview.

## About Autograph

Established in 1988, our mission is to champion the work of artists who use photography and film to highlight questions of race, representation, human rights and social justice. Through doing so, we invite people to explore the creative and critical power of visual representation in shaping our understanding of ourselves and of others. Every year we engage hundreds of thousands of people locally, nationally and globally at our gallery in London, digitally and through projects taking place in partner spaces.

We achieve this by:

- Commissioning artists and writers; making and sharing exhibitions and publications both in the UK and internationally.
- Sharing our unique photography collection which is used for research, learning, participation, and lending purposes.
- Supporting professional development of artists through providing advice, information, mentoring and selective hosting of projects.
- Producing talks, events and workshops through which people can listen, learn engage in debate and take part in creative making.

At Autograph we are very committed to welcoming, understanding and serving our audiences. Currently we are seeking to appeal particularly to young people, first time visitors, people with disabilities and visitors who haven't felt that a place like Autograph is for them.

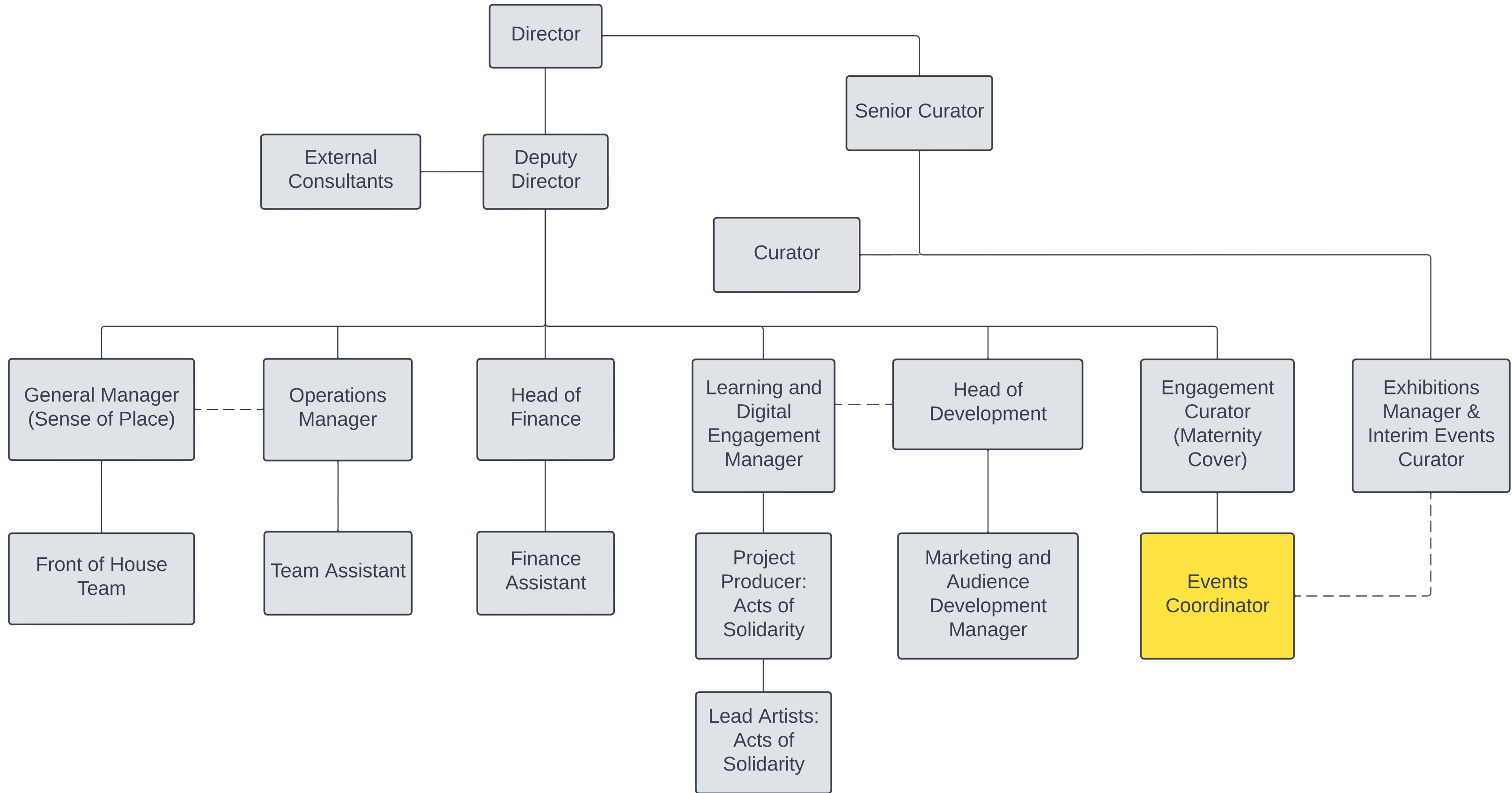
Autograph is a charity run by a small, dedicated team.

## Our values

To foster informed enquiry and personal creative development, promote respect for and appreciation of difference, encourage empathy and reciprocity in our partnerships and interactions and act ethically towards people and the environment. These values inform our professional practice, activities and how we work both internally and externally.



# Autograph Organogram



## *Job Description*

**Job Title:** Events Coordinator

**Hours:** Full time (35 hours per week including occasional evenings and weekends)

**Salary:** £28,000 - £30,000 subject to skills and experience

**Location of Work:** Rivington Place, Rivington Street, London EC2A

**Probation:** Three months.

**Period of Notice:** Three months on successful completion of the probationary period.

**Benefits:** Contributory Pension scheme, 5.6 weeks annual leave including bank holidays.

Discretionary additional leave at Christmas; training and professional development; season ticket interest-free loan scheme; bicycle loan scheme.

**Reports to:** Engagement Curator

**Works Closely With:** Interim Events Curator; Marketing and Audience Development Manager

### **Key Purpose of Role**

- Provide logistical and operational support for Autograph's annual programme of on-site, online and off-site events.
- Administrate, coordinate and implement all practical aspects of event delivery.
- Support marketing team to deliver Autograph's marketing and audience development strategies for events and engagement.

### **Duties & Responsibilities**

#### Events

- Assist with research to identify artists, writers, academics and thought leaders to support selection and development of event themes and content.
- Communicate regularly with artists, event speakers or other contributors as required and ensure their services are delivered to our standards and within budget.
- Liaise with contributors to manage their travel, AV preparation, scheduling, room layouts, expense processing requirements as specified in their contract.
- Prepare briefing notes and other materials necessary to inform event design and management.
- Assist with drafting engaging promotional visual and textual materials for internal briefings and external use ensuring fully inclusive and accessible design and delivery of materials.
- Produce event signage and facilitate room layout, equipment and technical resources required for event delivery on site.

- Coordinate technical preparation required for online events (confirm zoom account, captioning requirements, brief moderators or hosts).
- Liaise with the General Manager, Operations Manager and Visitor Assistants to complete all logistical access, safeguarding and health and safety tasks necessary to the smooth running of events.
- Collate information and evaluation during events including attendee numbers, documentation, surveys and qualitative feedback as required.
- Coordinate event activity delivered by freelance contractors including for example BSL interpreters, technical and audio-visual service providers and other service providers.
- Monitor expenditure working within budgets as agreed with the Engagement Curator.
- Support contracting processes and budget reconciliation for events, collecting and monitoring receipts, chasing overdue invoices, coding and collating financial information to share with the finance team promptly.
- Assist in sequencing events by monitoring key industry calendar dates and seasonal sales and promotional opportunities (154; Frieze, Photo London/ Paris Photo, Recontre D'Arles etc).

### Marketing

Coordinate marketing, communications and customer service for events, including:

- Producing accurate marketing materials, including copywriting, proofreading, and reformatting images.
- Updating Autograph's website with event programme information.
- Creating event tickets and communications in Eventbrite.
- Researching target audiences for events and building customer lists.
- Event promotion, including listings and newsletter contributions.
- Contribute to evaluation, data collection and reporting of audience data.
- Provide customer service for event ticket bookings and attendees, including accessibility requests.

## Other

- Contribute to reports and strategy meetings.
- Attend and participate in external meetings and training as required.
- When required, to attend exhibition openings and events and assist generally.
- Undertake any other duties as required by the Director or nominated deputy.

This job description is not intended to be exhaustive. The postholder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the postholder) subject to the needs of the organisation, and in keeping with the general profile of the post.



# *Person Specification*

## **Qualifications & Experience**

- Proven experience of event delivery in a cultural or charitable organisation, designed to attract a range of different audiences.
- A BA qualification in arts/humanities or equivalent experience.
- Strong experience in carrying out research on defined themes to inform planning and prepare approaches to potential contributors.
- Experience of delivering events for in person, digital and blended access.
- Experience of successful delivery within a defined budget.
- Experience in communicating with and briefing speakers/contributors on operational and logistical arrangements.
- Experience marketing arts or cultural events.
- Experience in producing clear concise written material to promote events.
- Experience in managing accessibility requirements for events.

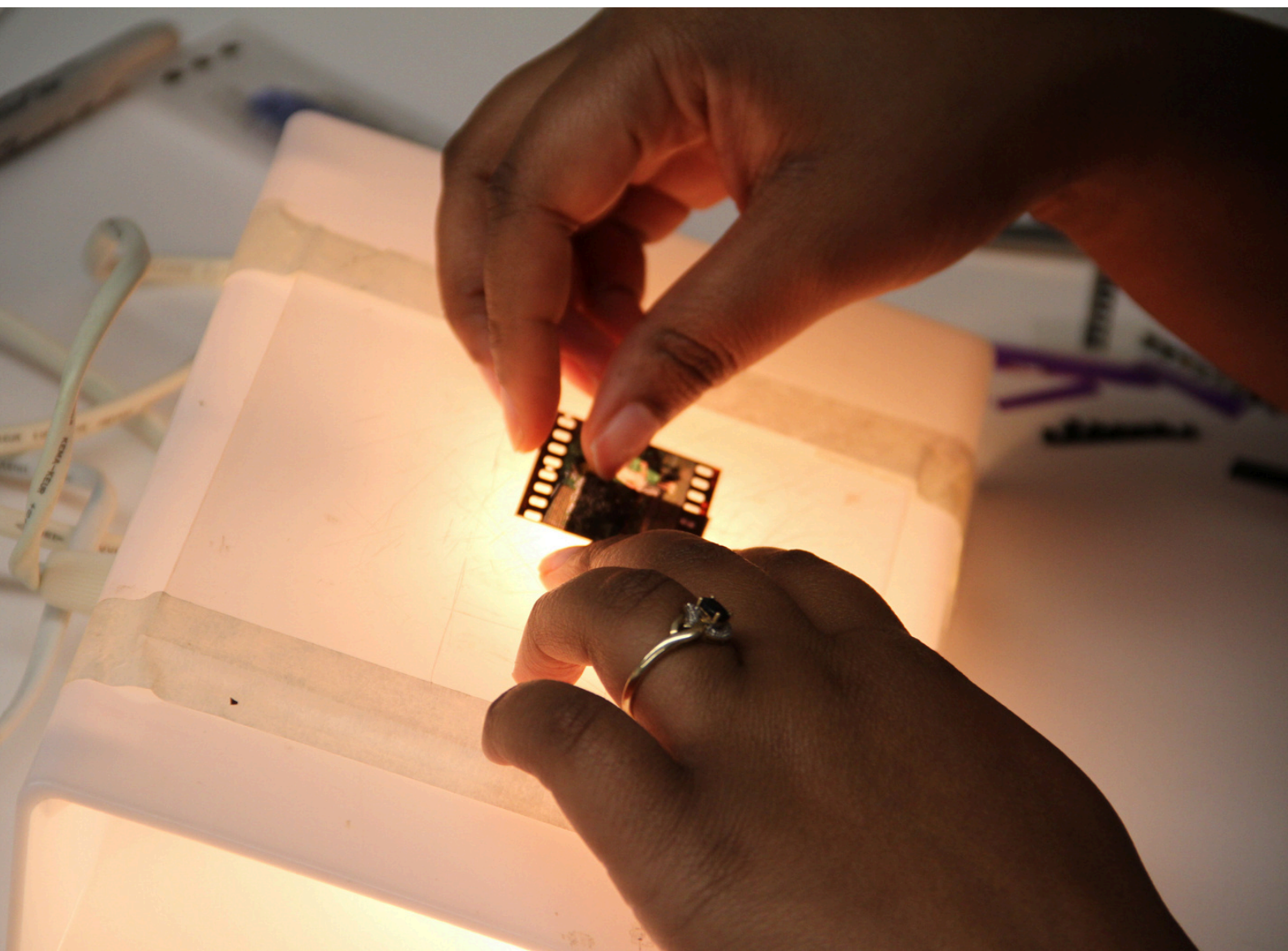
## **Knowledge & Skills**

- Awareness of contemporary art.
- Skills to brief and work with digital producers, audio visual technicians and to manage live streamed events.
- Knowledge of digital imaging, and some experience working with design packages such as Canva, and Adobe Creative Suite, including Photoshop.
- Strong skills in using ICT including Word and Excel and budget management.
- Excellent communication skills, capacity to interact with people of all ages and backgrounds, willingness and ability to engage with diverse audiences.
- Demonstrable administrative, research and project management skills and competence in using project management software.

## **Personal Attributes**

- A creative, resourceful and flexible approach and a desire and ability to think differently and critically.

- Capacity and initiative to recommend solutions and solve problems.
- A commitment to continuous learning and developing professional knowledge.
- Ability to work on own initiative, prioritise a work programme which requires multi-tasking and involves managing multiple projects simultaneously.
- Willingness to participate flexibly as a member of a small team to support colleagues and take direction from line managers.
- Ability to establish and maintain positive, effective working relationships internally and externally.
- Commitment to equal opportunities and a proactive attitude to fostering a culture of inclusivity.
- Willing to work a flexible schedule including evenings and weekends where necessary. (Time off Lieu policy is in place).



## ***Equal Opportunities policy statement***

Autograph is committed to a policy of equality of opportunity in its employment and artistic practices.

In particular, the organisation aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, or sex.

Selection criteria and procedures are regularly reviewed to ensure that individuals are selected on the basis of their relevant merits and abilities.

It is the duty of all employees to accept their personal responsibility for the practical application of the policy but at the same time the organisation acknowledges that specific responsibilities fall upon management, supervisory staff and individuals professionally involved in recruitment and employee administration.

To ensure this Policy is consistently applied, responsibilities have been assigned to the director who will monitor the operation of the Policy for both employees and job applicants. Any employee who believes that he or she has been inequitably treated within the scope of the Policy should raise the matter through the grievance procedure. Any job applicant who believes that he or she has been inequitably treated may write to the Director who will investigate the complaint.

The organisation will not tolerate unfair discrimination against any members of its staff by any of its employees or other persons appointed to the service of the organisation.

The organisation is committed to making this Policy properly effective.

### **Interviews and accessibility**

Interviews will be held at Rivington Place, which has full disabled access. If you have a disability and need any adjustments to be made in order for you to participate in the selection process, please let us know as soon as you are invited to an interview so that we can accommodate your needs.

For more information about visiting Autograph, and accessibility at our building, [click here](#).

### **Right to work**

All offers of placements at Autograph are made subject to receipt of satisfactory references. Additionally, under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.



## ***Data protection***

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely and in accordance with General Data Protection Regulations with access restricted to those involved in dealing with your application and in the recruitment process.

Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 12 months and then destroyed.

If you are the successful candidate, your application form will be retained and form the basis of your personnel record.

Information provided by you on the equal opportunities monitoring form is separated from your application form will be used to monitor the effectiveness of Autograph's equal opportunities policy and practices.

By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

# AUT GRAPH

## *Application form*

Vacancy Title:	
Please tell us how or where you heard about this vacancy:	

### 1. Personal Details

First name:	
Last name:	
Address:	
Postcode:	
Telephone number:	
Email address:	
National Insurance number:	

Are you free to remain and take up employment in the UK?

Yes

No

You will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents please see [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

### Rehabilitation of Offenders Act 1974

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 which means that spent convictions must be disclosed and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?

Yes

No

If yes, please give details below:

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## 2. Education/Qualifications

School (11+)	Study Dates	Qualification and Grade	Date Obtained
College/University	Study Dates	Qualification and Grade	Date Obtained
Ongoing Professional Development	Study Dates	Qualification and Grade	Date Obtained

## Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training/accreditation)

## Current Membership of Any Professional Body/Organisation

Please give any relevant details including grade of membership:

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## 3. Employment History

Please include any previous experience (paid or unpaid), starting with the most recent first.

### Current or most recent employer

Name of employer:			
Address:			
Postcode:			
Position held:			
Date started:		Date ended:	
Notice period:			

Brief description of duties:

**Previous employer:**

Name of employer:			
Address:			
Postcode:			
Position held:			
Date started:		Date ended:	
Notice period:			

**Brief description of duties:**

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**Previous employer:**

Name of employer:			
Address:			
Postcode:			
Position held:			
Date started:		Date ended:	
Notice period:			

**Brief description of duties:**

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## 4. Statement

Please tell us with careful reference to the Person Specification, why you are suitable for the role and what your motivation is for working for us. Illustrate your answer by referring to things you have achieved in your previous or current job roles, as a volunteer, and from your life responsibilities, which show how your experience is directly relevant to the tasks you will undertake. Please give specific examples and continue on an additional sheet/s if necessary.

## 5. References

### Reference 1

Name:	
Job title:	
Organisation:	
Address	
Contact number:	
Email:	
How is this person known to you:	

Do you wish to be consulted before this referee is approached:

- Yes  
 No

### Reference 2

Name:	
Job title:	
Organisation:	
Address	
Contact number:	
Email:	
How is this person known to you:	

Do you wish to be consulted before this referee is approached:

- Yes  
 No

We reserve the right to contact any of your other previous employers within the last three years.

## 6. Declaration

### Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered:

***I agree that Autograph can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the General Data Protection Regulation (GDPR).***

***I confirm that all the information given by me on this form is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the company being satisfied with the results of relevant checks including references, eligibility to work in the UK, criminal convictions and, if necessary for the role, a Disclosure & Barring Service check at the appropriate level.***

Signed:	
Date:	

When you return this form by email, you may be asked to sign your application at interview.

Please note here any other employment you would continue with, if you were successful in obtaining this role:

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If offered employment, when could you start the role?

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All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis to process the information provided by you in this form. Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices. For more information on how we use the information you have provided, please see our privacy notice for job applicants which is located at [autograph.org.uk/autograph-job-applicant-privacy-notice](https://autograph.org.uk/autograph-job-applicant-privacy-notice)

# AUT GRAPH

## *Equal Opportunities Monitoring Form*

To enable us to monitor the effectiveness of our policy, it would be appreciated if you could answer the following questions. The answers are separated from your application form before consideration and will be used for statistical purposes only.

### Monitoring Form

In line with the General Data Protection Regulation (GDPR) Autograph will process personal data only for the purposes of identifying or keeping under review the equality of opportunity or treatment between persons of different racial or ethnic origins, with a view to enabling such equality to be promoted or maintained. We have a legal duty to protect any personal information we collect from you and handling of this data is carried out with appropriate safeguards for the rights and freedoms of all data subjects.

The following questions ask for some personal details. These questions are optional, you can tick 'prefer not to say' if you do not wish to give this information.

To tick a box, double click it.

Post applied for:	
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### Gender

Which of the following best describes your gender?

- Man
- Woman
- Non-binary
- I use another term

Please specify:

- Prefer not to say

### Gender identity

Is your gender identity the same as the sex you were registered at birth?

- Yes
- No
- Prefer not to say

## Sexual Orientation

Which of the following best describes your sexual orientation?

- Bisexual
- Gay or Lesbian
- Heterosexual/straight
- I use another term

Please specify:

- Prefer not to say

## Disability

By disability we mean any physical or mental health conditions as well as neurodivergence conditions that have a substantial and long-term effect on your ability to carry out normal day-to-day activities. Do you consider yourself to have a disability?

- Yes

If yes, please specify:

- No
- Prefer not to say

Are you aware of any reasonable adjustment(s) required to enable you to carry out your work due to your disability?

- Yes
- No
- Not sure
- No adjustment required
- Prefer not to say

## Age

What is your age range?

- 16 – 24
- 25 – 34
- 35 – 44
- 45 – 54
- 55 – 65
- 65+
- Prefer not to say

## Ethnicity

How would you describe your ethnicity?

- Asian or Asian British: Bangladeshi
- Asian or Asian British: Chinese
- Asian or Asian British: Indian
- Asian or Asian British: Pakistani
- Any other Asian or Asian British background - please specify:
  
- Black or Black British: African
- Black or Black British: Caribbean
- Any other Black or Black British or Caribbean background – please specify:
  
- Mixed: White & Black African
- Mixed: White & Black Caribbean
- Mixed: White & Asian
- Any other mixed or multiple ethnic background - please specify:

## White

- English
- Welsh
- Scottish
- Northern Irish
- British
- Irish
- Gypsy or Irish Traveller
- Roma
- Any other White background - please specify:

## Other ethnic group

- Arab
- Any other ethnic group - please specify:
- Prefer not to say

## **Religion and belief**

What is your religion?

- Buddhism
- Christianity
- Hinduism
- Judaism
- Islam
- Sikhism
- Other – please specify:
- None
- Prefer not to say

## **Parental / caring responsibilities**

Do you have any children aged 0 to 17 living at home with you, or who you have regular caring responsibility for?

- Yes
- No
- Prefer not to say

Do you look after, or give any help or support to family members, friends, neighbours or others because of either: long term physical or mental ill health/disability?

- Yes
- No
- Prefer not to say

# AUT GRAPH

## *Criminal Record Declaration Form*

Please note: the Events Coordinator role is exempt from the Rehabilitation of Offenders Act 1974. An application for a criminal record check will be submitted to the Disclosure & Barring Service in the event of this role being offered.

This form must be completed by all applicants. The information disclosed on this form will not be kept with your application form during the application process.

### **Policy statement on recruiting applicants with criminal records**

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age of the applicant at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s) and the explanation(s) offered by the person concerned.
- Whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all unspent convictions could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from [Nacro](#).

Surname:		Forename:	
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Do you have any unspent convictions?

Yes

No

If you have answered yes, you now have two options on how to disclose your criminal record.

**Option 1:** Please provide details of your criminal record in the space below

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**Option 2:** You can disclose your record under a separate cover provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked CONFIDENTIAL and state your name and the details of the post.

I have attached details of my conviction separately (please mark with an X if appropriate:

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**Declaration**

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Autograph

Signed:		Date:	
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