

BALTIC



Vacancy
Events Producer

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Job Title	Events Producer
Salary	£26,343 per annum
Contract	Full time, permanent
Location	Baltic Centre for Contemporary Art, Gateshead, NE8 3BA
Deadline	Sunday 20 July 2025 23:59

Baltic are excited to be recruiting an Events Producer to join our growing Hires team. We're seeking a creative, highly organised Events Producer who can execute unforgettable events that deliver exceptional customer experience, generate brand awareness, build business relationships, and motivate a team.

You will be responsible for facilitating and developing customer events, creating and controlling quotes, liaising with suppliers, communicating with clients, and ultimately ensuring that each event is executed to the highest standard.

You will also support development of Event Packages ensuring trends and brands are considered and return on investment is maximised in line with Baltic's Mission, Vision and Values.

Reports to	Senior Events Producer
Working hours	37 hours per week, may include weekends & evenings
Place of Work	Baltic, South Shore Road, Gateshead
Annual leave	25 days plus bank holidays pro-rata
Benefits	30% discount at Baltic Shop, discounted menu at Baltic Kitchen, 10% off standard rooms & food at Malmaison Hotel Newcastle, Discount at local retailers, Employee Pension Scheme, Employee Assistance Programme

About the role

The Events Producer facilitates and develops customer events ensuring that each event is executed to the highest standard. The Events Producer sits within the Hires Team alongside the Hospitality Operations Manager, Senior Events Planner and Events Manager.

Job Profile

Events Producer

Key Outputs and Accountabilities

- To perform client, show arounds and send quotations to close sales
- To work towards and surpass events sales targets
- To conduct wedding and event meetings with clients and create contracts with them
- To work with the Senior Events Producer to organise events such as wedding showcases and open days
- To work closely with our recommended suppliers
- To work with the Senior Events Producer to develop new sales strategies and marketing campaigns
- To promote the venues using our social media accounts
- To assist clients with every aspect of their event from their first show round to the big day itself
- To ensure each event is perfectly organised and executed to the highest standards
- To invoice clients in a timely fashion to secure booking and final payments
- To respond and reply to all client enquiries in a timely and professional manner
- To be willing to take on jobs to balance the team workload
- To support, encourage and motivate the team

Personal Specification

- Two years' experience in hospitality, public relations, or related field
- Experience in project management with a track record of successful events
- Excellent organisational skills with the ability to multitask under pressure
- Strong communication and interpersonal skills
- Creative, lateral, and analytical thinking
- Meticulous attention to detail
- Expert time management skills
- Financial experience, with the ability to adhere to plan budgets and process invoices
- Knowledge of the latest developments in events, food and beverage
- As the event producer, you should be an expert multitasker with impeccable attention to detail
- Available to work weekends and evenings

About Baltic

Since 2002, Baltic Centre for Contemporary Art has stood as an iconic landmark and much-loved gallery, on the Newcastle Gateshead quayside. We are the largest art gallery in the UK without a permanent collection, free to access and receive over 400,000 visits each year. Baltic boasts four galleries, community spaces, library, sensory room, cafe, shop and rooftop restaurant, and breathtaking views of the Quayside.

We capture the public's imagination with our dynamic mix of awe-inspiring exhibitions, community gatherings, and opportunities to learn. Baltic's daring exhibition programme focusses on new work, platforming local, national and international artists through twelve annual commissions. We have exhibited over 850 artists from 78 nationalities, including world renowned names Martin Boyce, Antony Gormley, Yoko Ono, and Jenny Holzer.

Baltic inspires the next generation of artists by empowering children and young people to experience art, create art and enhance their confidence, skills and wellbeing. We build lifelong engagement, creating clear stepping stones from early engagement with young people via local schools, to supported opportunities and pathways into creative careers. 29% of our visitors are aged below 24, and 41% are Family groups.

Baltic is supported by Arts Council England, Gateshead Council and Northumbria University. We generate earned income through our commercial activities including Baltic Shop, venue hire, donations and catering outlets.

Our Values

We value listening: A listening organisation is a relevant organisation. We create positive impact by understanding and responding to the needs and motivations of our audiences and communities.

We value accountability: An accountable organisation is transparent and rigorous. We build trust by behaving with honesty and integrity.

We value courage: A courageous organisation is bold and takes risks. We platform progressive and thought-provoking ideas and practices.

We value equity: An equitable organisation values equality, inclusion and diversity. We champion equity and challenge racism and prejudice.

We value sustainability: A sustainable organisation is resourceful and environmentally conscious.