

JOB PROFILE

POST TITLE: Venues & Events Co-ordinator
RESPONSIBLE TO: Town Clerk
HOURS: 37 hours per week worked flexibly
SALARY: NJC scale points 28-31 (£25,463 - £28,221)

JOB PURPOSE

To provide effective co-ordination of bookings at Brackley Town Council's venues, Brackley Town Hall, Old Fire Station Community Room and Egerton Hall including conducting show rounds for potential hirers.

Plan and manage Brackley Town Council events.

Maintain social media activity for venues and Brackley Town Council events.

JOB DESCRIPTION

1. VENUES MANAGEMENT

- Manage/prepare a marketing pack and other appropriate advertising material aimed at maximising use of all venues to a budget as set by Council
- Promote venues for events, weddings, parties, conferences, performances, local groups using traditional and other media
- Ensure local event organisers and wedding co-ordinators are aware of the venues and packages available
- Ensure venues appear on approved listing
- Carry out the requirements of the Council as identified in the Lettings Policy Document
- Effective diary management of all venues to maximise usage and income
- Communicate with office/finance staff regarding bookings for invoicing etc.
- Manage event sitters/caretakers/cleaners
- Manage resources for set up/knock down of events
- Manage key hand over/return for events
- Provide emergency information for hirers

2. LICENSING

- Liaise with the Registrar in relation to licensing of venues
- Liaise with local authorities to ensure correct licenses are in place for all venues (drinks, entertainment, music etc.)

3. SUPPLIER LIST

- Maintain a list of local suppliers for events services – caterers, crockery, glasses, tablecloths, chair backs, balloons, disco, lighting, security etc.

4. CUSTOMER LIAISON

- Meet potential hirers
- Provide tours of buildings, as required
- Maintain up to date Terms & Conditions
- Provide information on prices, availability, etc.

5. COUNCIL EVENTS ORGANISATION

- In conjunction with other staff, organise events as required, including Risk Assessments, Road Closures and Events Plans
- Recruit and manage volunteers for event support
- Produce event notices, posters etc. with agreed 'corporate' identity.

6. REPORTING

- Provide quarterly reports for the Finance Committee covering the following:
Usage of all facilities, any exceptional requests for hiring outside the scope laid down in the policy document, Staff/volunteers costs for the period, Income, Expenditure.
- Attendance and reporting at the Venues Working Party
- Provide the Council with a yearly review of the letting policy document to fall in line with the budget setting for the following year.

7. GENERAL

- Any other task, that may be required by the Council, which is commensurate with the post and grade.

PERSON SPECIFICATION

Experience/Knowledge

Essential

- Previous experience of Marketing
- Previous experience of event and venues organisation
- Proven organisational and time management skills
- Previous customer relation experience
- Excellent IT Skills (MS Office – Word, Excel, Publisher etc.)
- Ability to work as a Team member

Education/Qualifications

Educated to a minimum of A-level standard (or equivalent) and with good command of the English language, both written and spoken.

Personal job related skills (all desirable)

- Excellent communication skills
- Excellent customer service skills
- Excellent attention to detail
- Able to maintain confidentiality
- Able to prioritise and self manage
- Well organised and practical
- Non-judgmental
- Open to new ideas
- Good at solving problems
- Calm under pressure
- Have a positive personality and be able use it to overcome barriers
- Willing to undertake further training to improve knowledge and skills
- Driving Licence

Other requirements

Essential

- A broad understanding of and commitment to equal opportunities
- Prepared to work flexibly as the job requires (evenings & weekends for events as appropriate). It is anticipated that a significant proportion of the work may be outside of normal office hours.