

**Job Title: Venue Coordinator - Building, Events & Technical**

Main Terms and Conditions:

Salary: £17.500 pro rata (37.5hpw fte)

Hours: 16 hours per week (will include some evenings and weekends)

Contract: 6 Months (November 2020 - April 2021)

Reporting to: General Manager

**Post Objectives**

To act as the venue coordinator of the JPC, responsible for the building, health and safety, events and technical delivery so that we are recognised as a venue of excellence for the creative arts, both nationally and internationally.

To work closely with the General Manager, Strategic Manager & the JPC Board of Directors to achieve this objective.

**Main Duties**

The following list of duties is indicative. Priorities, time-scales and standards will be agreed with the General Manager from time to time. Flexibility essential.

The successful candidate will be required to undertake a diverse range of tasks and duties including, but not exclusively:

1. To work with the General Manager as Health & Safety Officer for the JPC and take responsibility for safety of users and safe running of the building (working to the General Manager & Director responsible for Building, Bars & H&S).
2. To work with the General Manager and Director responsible for Building, Bars & H&S to oversee building maintenance and deal with any building, equipment or safety need and requirements
3. To work with the General Manager and Director responsible for Building, Bars & H&S to undertake, review and update building and event risk assessments as required.
4. P.A.T testing all equipment used and kept up-to-date (training will be provided).
5. Manage & maintain technical equipment for the venue & any in-house AV equipment, ordering new equipment as required, to ensure sufficient technical stock.
6. To duty manage events including opening and locking up the building, welcoming & briefing volunteers, performers, and others (generally including at least one evening and weekend per week).
7. Preparing for events - ensuring the stage is the correct size and the technical equipment is ready according to each event specification. To check artist and hirer technical and venue needs and requirements (including sound, lighting and projection equipment), liaise with Sound Engineers and ensure all technical and venue needs are met and/or dealt with.

8. Coordinate Sound/Lighting engineers to ensure all events are appropriately staffed for all events.
9. To be responsive to the JPC calendar and ensure that the JPC is appropriately equipped and set up to event specifications and that after events the JPC is restored to the condition it was in before the event, or ready for the next event.
10. To be a First Aider & Fire Marshall on behalf of the JPC (Training will be provided)
11. Ensure fire and other safety equipment and checks are compliant and up-to-date
12. To be responsible for the coordination and operation of the Suffolk Cinema Network kit hosted at the JPC. Including management of booking procedure.
13. To assist the General Manager in relation to any of her duties as agreed.

### Person Specification

#### Essential:

The successful candidate will have:

- Building maintenance knowledge
- Strong understanding H&S
- Excellent interpersonal skills
- An ability to remain calm under pressure.
- Be highly organised and detail orientated
- Ability to prioritise workload effectively
- Ability to manage multiple tasks
- Good IT skills
- Ability to build excellent working relationships with professionals, volunteers, and members of the public
- An energetic and enthusiastic approach
- A problem solver who can work effectively without supervision
- Excellent verbal communication skills
- Good IT skills
- Appreciates the unique nature of the JPC as a busy volunteer led CIC Knowledgeable interest in and empathy for the arts

#### Desirable:

- First Aid Qualification (if not training will be provided)
- Fire Marshal Training (if not training will be provided)
- Driving Licence and/means of consistent transport
- COSSH - Basic knowledge

To apply please send a CV and covering letter to Patsy Cane [patsy@johnpeelcentre.co.uk](mailto:patsy@johnpeelcentre.co.uk) by 12 noon on 6 November 2020. We intend interviews to take place on 13<sup>th</sup> November 2020.