



## Opportunity Brief

### Freelance - Interim Venue Manager

Role	Interim Venue Manager Beccles Public Hall & Theatre - Beccles, Smallgate, Suffolk NR34 9AD <a href="http://www.becclespublichall.com">www.becclespublichall.com</a>
Contract	3-6-month contract, immediate start.
Salary	£2,000 per month inclusive VAT, on a self-employed basis. The successful candidate will be responsible for their own tax arrangements.
Working Pattern	We expect the fee to cover 100 hours per month on a flexible work pattern to meet the needs of the service to include some evenings and weekends.
Key Relationships	The Interim Venue Manager will work alongside the full time Programming and Marketing Manager, the IT and Technical Manager and the Managing Director. The interim role will provide a report to the Board as to findings, progress and recommendations for the future management needs of the venue and the development of a permanent post.

Beccles Public Hall and Theatre is a community venue in the centre of the lovely market town of Beccles, on the Norfolk/ Suffolk border. It delivers quality events to our local community and provides a valuable venue for community groups to meet or perform. It has a popular Youth Theatre and is a significant asset to the town.

The Hall is owned and managed by BLL – a charitable trust that also manages Beccles Lido and the Big Dog Ferry in Beccles. Following recent changes to the staffing at the Hall there is a need to employ a Venue Manager in the short term to carry out hands-on tasks as well as to help review all processes and procedures to move the Hall on to a sounder footing. The Board of Trustees also require a review of the role of Venue Manager with a proposal for a permanent solution or job description to take the Hall forward.

The postholder will need to quickly establish strong working relationships with the employed staff and the large number of volunteers who assist in the delivery of the wide range of events on offer. The Hall is very dependent on the loyal team of volunteers and wishes to increase the numbers and develop their skills.

Various tasks and duties are considered essential to bring success to this short-term post and the Board of Trustees and Managing Director will require regular feedback to ensure progress is achieved.

These include:

- **Operational leadership** - Compliance and Safety – ensuring safe operating policies and procedures at the Hall. This includes risk assessments, licensing and statutory requirements, duty of care and safeguarding. Co-ordination of workforce and volunteers. Engagement with volunteers and team development. Development of procedures and checklists and regular team meetings to ensure the smooth running of the venue.
- **Technical Support** – Liaise with the Hall's Tech Team Leader to ensure all technical requirements are met. Welcome visiting artists to the venue and provide relevant hospitality.
- **Team Management** – Ensuring appropriate staffing to effectively deliver the Hall's operations. This would include (currently and anticipated as) volunteer front-of-house, Box Office, bar, IT and salaried cleaning, managing the various rotas for all booked events, liaising closely with volunteers and appointed Duty Managers (sometimes existing volunteers or salaried staff, but we are also about to appoint 2 casual salaried DMs). Leading and motivating the team of volunteers and promoting a positive cooperative culture.
- **Facilities Management** – Managing the purchase (and control) of stock at the Hall (principally for the Bar), ensuring the Hall is prepared in advance of each activity, organising hospitality to artists, ensuring that a well-stocked and current supply of marketing material is displayed. Management of maintenance and utilities.
- **Financial Administration** – managing the administration of all events including the recording of expenditure incurred, adapting Front of House Sales to the event to maximise sales, cashing up takings and ensuring proceeds are balanced (or ensuring that it is done to agreed procedure) and banked. Reconciling sales reports on Ticketsource and managing settlements and contra charges to the artists.

It is intended that the postholder will take an immediate hands-on management role and therefore knowledge and experience of management of public venues/facilities is essential. It is also essential that the person is flexible and willing to work some evenings and weekends to ensure high-quality events are delivered. However, it is expected that the postholder will work flexible hours over the contract period to reflect the busy / quieter periods. This will be discussed with the successful applicant.

Additionally, we are looking for the postholder to assist in the preparation of an appropriate job description and propose a staffing structure to present to the Board for the longer term sustainability of the Hall.

### **How to apply**

Please submit a CV and brief Expression of Interest outlining your relevant experience, appropriate skills and availability to [shaun@becclesll.com](mailto:shaun@becclesll.com) by 5pm on Wednesday 20<sup>th</sup> April 2022.