



Hall Manager **(Flexible working: two days a week)**

Role Description

Background

The Aldeburgh Jubilee Hall has served the town of Aldeburgh and surrounding communities for over a hundred years, providing an important venue for Theatre, Music, Poetry, Literary Events, Education and many other community activities.

The Trustees have begun a refurbishment and redevelopment programme to provide a modern fit-for-purpose venue for performers and audiences alike. In addition to being a 'Hall for Hire', the Hall is taking an increasingly proactive role in promoting its own events and developing the user and audience base.

Responsibilities

The Hall Manager will oversee the Hall's activities and operations and three part-time support staff and volunteers, supported by an energetic Trustee Board and its Finance Committee. The role offers considerable scope and opportunity for an individual with a venue management background who would like to work flexibly and commit to the Hall's development.

The appointee will be accountable to the Trustees, reporting to a single designated 'lead', with delegated authority for managing the day-to-day operations of the Hall, including:

- Taking bookings and preparing contracts with organisations who hire the Hall, issuing invoices and following up for payment
- Supervising part-time operational staff and volunteers, ensuring the Hall is open and operating when required
- Promoting and selling events by ensuring publicity is produced and distributed (by part-time staff and volunteers) and by keeping the box-office system in good working order
- Gathering and reporting financial and other information to enable events to be evaluated
- Ensuring operations run smoothly, including overseeing repairs, maintenance and minor expenditure, health and safety and all relevant regulations
- Supporting Hall users and inducting them into the use of the Hall
- Supervising the provision of refreshments and modest catering requirements
- Marketing and promoting the Hall through the website/mailings, and keeping these up to date
- Attending Trustee and Finance Committee meetings and presenting reports as appropriate

Essential and Desirable Skills

The appointee will be energetic and able to work flexibly as Hall events demand, including some evenings and weekends.

- Venue management and administrative skills and experience (essential);
- Experience of overseeing part-time staff and volunteers (desirable);
- Website management and social media (desirable)

Terms and Conditions (negotiable for an appropriate candidate)

While some work can be done at home, the appointee will need to live in or near Aldeburgh and be available at the Hall when required.

The appointment will be the equivalent of two days a week (16 hours) in the first instance, although may expand in the future, and requires flexible working arrangements to include some availability at weekends and evenings. Remuneration will depend upon experience and qualifications.

For further information and to express interest please contact jubileehallmanager@gmail.com in the first instance.

**AJH Trustees
January 2018**