

Job Description:

Events Manager

**Job title:** Events Manager

**Hours:** 37.5 hours per week

**Location:** Jubilee Central (HU1 3SQ)

**Salary:** £30,000

**Holidays:** 33 days (including bank holidays)

**Contract:** Permanent

**Start date:** January 2026

**Responsible to:** Managing Director

**Job purpose:**  To manage all events at Jubilee Central overseeing a team of staff and volunteers providing a first-class experience for every event

**Main Responsibilities**

1. Venue Bookings
* Respond to all venue enquiries and manage client through the booking process.
* Produce invoices for clients and ensure payment is received in a timely-manner.
* Ensure booking system is maintained and events are communicated to rest of team.
* Responsible for setting prices for hire and negotiation with clients.
* Responsible for overseeing events budget and ensure income and expenditure is at agreed level.
1. Event Preparation
* Oversee ticketing system and work with third-party to ensure tickets are available to purchase for events.
* Work with Facilities Manager to ensure venue is ready for events.
* Provide event organisers with necessary information prior to event and assisting in the event planning process where necessary.
* Arrange staff rota for events to ensure venue is adequately staffed in a safe, cost-efficient way.
* Arrange third party event delivery as required (including catering and technical services).
1. Event Management
* Act as Duty Manager when required. This involves the managing the front of house aspects of an event and ensuring smooth running of events from start to finish.
* Act as line manager for casual staff and/or volunteers at events.
* To be a key holder for the building and assist with the emergency evacuation of the building when required.
* Ensure compliance with licensing arrangements and regulations.
* Ensure health and safety processes are in place and are being followed by all building users.
1. Marketing
* Responsible to ensuring that venue has a strong social media presence and website is regularly updated with necessary information.
* Develop new strategies to publicise venue.
* Develop relationships within local business community and contacts within the event industry both locally and nationally.

**Person Specification**

* Be supportive of the vision of Jubilee Central and work towards seeing this vision become a reality.
* Experience of working with in an events-based environment.
* Experience of successfully leading teams and managing staff/volunteers.
* Working knowledge of Microsoft Office and confident in using it.
* Good level of numeracy and ability to manage budgets.
* Awareness of health and safety issues relating to venue and event management.
* Excellent verbal and written communication skills with the ability to build customer relationships.
* Confident on the phone and dealing with the public.
* Ability to work independently and manage time effectively.