



Events & Operations Assistant (fixed contract post)

33hours per week

ABOUT ST GEORGE'S BRISTOL

St George's Bristol is one of the UK's leading concert halls, in a typical year welcoming around 120,000 visitors to the building and dozens of artists in a range of music genres and spoken word. We aim to create a diverse and sustainable programme of the world's finest musicians and thinkers, and to provide a vital platform for local amateur creators, as well as supporting the work of practitioners in grassroots, voluntary and learning contexts. We are also a registered charity, and our Learning and Participation programme engages with many children and young people each year through innovative creative projects and partnerships.

To find out more about the work of St George's, please visit - <https://www.stgeorgesbristol.co.uk/about-us/>

To find out more about the team at St George's, please visit – <https://www.stgeorgesbristol.co.uk/about-us/our-team/>

The role of the Events & Operations Assistant is to assist the operations department with a variety of tasks to ensure the smooth running of a busy arts organisation. They will be key-holders and event supervisor for a regular commercial booking throughout the week, and carry out administrative tasks for events. This role reports directly to the Operations Director.

INCLUSION POLICY

In acknowledgement that some voices are under-represented in the arts, we commit to interview every candidate who identifies as disabled and/or being from a culturally diverse background. If you identify in this way, we would be grateful if you could make this clear in your covering letter. We acknowledge that the term 'culturally diverse background' is imperfect and does not adequately represent all experiences or communities. We use it to refer to the cultural backgrounds which may be termed the Global Majority and/or Black, Asian and Minority Ethnic. We are reviewing the language we use to describe diversity and difference.

ROLE OUTLINE

- Keyholder and event supervisor for commercial event booking
- Data entry into diary management system
- Preparing artist contracts and hire agreements
- Generating invoices
- Building checks in preparation for welcoming visitors and ready for events

- Support event technical and office IT work
- Produce event related signage
- Maintaining our diary system
- Support our environmental actional plan and work sustainably
- Support the Operations Director and carry out any other duties as required by the CEO and the organisation.

PERSON SPECIFICATION

Essential	
Experience	Previous experience in education/arts education setting
	Demonstrable administrative experience
	Management of events
Knowledge	Microsoft Office
	Databases
Skills and abilities	Excellent written and verbal communication skills
	Methodical and highly organized; good time management skills
	High level of accuracy
Personal qualities	Friendly and approachable manner
	Professional and proactive approach
	Able to fit well within a close-knit, hard-working team
Desirable	
	Experience of working in the cultural sector
	Interest in different genres of music
	Artifax Diary System

TERMS & CONDITIONS OF SERVICE

Salary	£19,305 pro rata (£9.90/hr)
Holidays	33 days per year, pro rata, including all 8 statutory Bank Holidays
Working Pattern	33hrs/week Monday – 8am – 2pm Tuesday - 8am – 8pm (inc. 1 hour unpaid lunchbreak) Wednesday – 8am – 2pm Thursday - 8am – 7pm (inc. 1 hour unpaid lunchbreak)
Fixed Term	1 st September 2022 to 31 st May 2023
Pension	St George's Bristol operates a Group Pension Plan which complies with current legislation

Benefits

Staff ticket scheme for complimentary and discounted tickets for events;
staff catering discount in St George's café/bar

APPLICATION

Please email your two-page CV and a covering letter, or a short video stating why you think you are suited to this role to recruitment@stgeorgesbristol.co.uk

Please also complete our anonymous Equal Opportunities monitoring form online at <https://forms.office.com/r/peUJeQczAq>

The deadline for applications is 10am 5th August.
Interviews will be held during the week of 8th August.