

# Metal

## Casual Event Assistant

Zero hours/ Casual contract

Metal, Southend

<b>Job Title:</b>	<b>Casual Event Assistant Chalkwell Hall</b>	<b>Job Category:</b>	Zero hours
<b>Location:</b>	Chalkwell	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	£8.72 / hour	<b>Position Type:</b>	Part time casual work
<b>HR Contact:</b>	Stephanie Stevenson	<b>Line Manager</b>	Company Administrator Stephanie Stevenson
<b>Hours of work</b>	Evenings/Weekends Ad hoc – as/when required	<b>Dates:</b>	Immediate

**Please send CV and covering letter either by post or email:**

E-mail: [Stephanie@metalculture.com](mailto:Stephanie@metalculture.com)  
Stephanie Stevenson  
Chalkwell Hall  
Chalkwell Avenue  
Southend on sea  
Essex, SS0 8NB

### About the role

Forming part of Metal Southend's delivery team, the Event Assistant will work alongside the Event Manager to ensure the successful logistical delivery of high-quality private hire and cultural events at Chalkwell Hall in Southend. The Event Assistant plays a supportive role in ensuring the smooth running of events, high quality facilitation, hosting and excellent communication with the Metal staff team. You will be vital in the building of a reputation for private hire and cultural events which will secure income for Metal - as an arts charity - into the future.

The Event Assistant will work to the Event Manager to ensure successful delivery of the private hire and events programme, in partnership with Metal staff colleagues. They will be critical to the warm hospitality, professional courtesy and general smooth running of events. The Event Assistant will be

fully aware of all the relevant policies for this role including, but not limited to, Challenge 25 Scheme, health & safety, safeguarding and security policies at Metal Southend.

This role is part of the drive to increase access to Chalkwell Hall and to maximise the use of the spaces to generate revenue to support the work of this charitable organisation and the maintenance of the building. The Events Assistant is part of a team, working with other colleagues to deliver consistently excellent customer service for all Metal Southend's activities.

### **About Metal**

Metal was founded in 2002 by Jude Kelly CBE working with current Artistic Director and CEO, Colette Bailey since inception. We have been active in South Essex since 2007, working from our base in Southend on Sea. We also have bases in Liverpool since 2004 and Peterborough since 2012. In each place, we work from buildings of historic significance that we have transformed from empty or derelict spaces into vibrant cultural hubs. We support artists, locally, from across the UK and overseas, working in all disciplines, at all career levels, providing opportunities for artists-in-residence, running intensive, week-long Culture LAB's for peer-to-peer learning and exchange. We create large-scale, participatory projects that respond to our immediate environment and involve people of all ages and from all walks of life. We curate exhibitions, festivals and other events which are often in response to place. All our spaces are well used by numerous community groups for meetings, workshops, performance, artist's talks and the development of networks and ideas. At Metal Southend we also operate a licensed, pop-up bar and café from time to time, usually in tandem with arts programme and hire out our spaces for small events as part of our income stream. We operate through a wide range of partnerships, ranging from Arts Council England, local authorities, regional agencies such as the Local Enterprise Partnerships, Music Hubs and Bridge organisations. We also have strong working relationships with a wide range of other arts organizations, community groups, schools and HE / FE institutions.

### **Key responsibilities**

- To work closely with the Event Manager to provide excellent hospitality and customer service at private hire and public events
- To work to the Event Manager to ensure effective set-up and take down of events including stocking up, setting up the bar, furniture & tech set' up
- To serve alcoholic and non-alcoholic beverages in a professional and courteous manner and within the guidelines of the Challenge 25 Scheme
- To ensure that the spaces in use are clear and tidy before, during and after events including the appropriate & safe disposal of rubbish
- To be responsible for the health & safety of attendees in the delivery of events
- To support in the effective evaluation and recording of attendance at events (e.g. carrying out audience surveys)
- To be fully aware of the fire safety procedures and evacuation plan for Metal Southend and support the Event Manager in the effective evacuation of attendees in the event of a fire
- To be fully aware of the security protocols for the building
- To sell refreshment using cash and card ensuring this is done accurately
- To ensure that the Challenge 25 scheme is adhered to in order that alcohol is not sold to underage persons

## **Requirements**

### **Essential**

- Must be over 21 years of age
- Experience of working in a front of house or public facing capacity
- Excellent communication and hospitality skills
- From Southend or nearby

### **Desirable**

- Active interest in art, culture and live events
- A desire to build a career in arts or the creative industries