

Metal

Casual Event Manager

Zero hours/ Casual contract

Metal, Chalkwell Hall

Job Title:	Casual Event Manager Chalkwell Hall	Job Category:	Zero hours
Location:	Chalkwell	Travel Required:	No
Level/Salary Range:	£11 / hour	Position Type:	Part time casual work
HR Contact:	Stephanie Stevenson	Line Manager	Company Administrator Stephanie Stevenson
Hours of work	Evenings/Weekends Ad hoc – as/when required	Dates:	Immediate

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

E-mail: 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 Events Manager has responsibility for the successful logistical delivery of high-quality private hire and cultural events at Chalkwell Hall in Southend. The Event Manager's role is to ensure the smooth running of events, high quality facilitation, hosting and excellent communication with the Metal staff team. This role is vital in the building of a reputation for private hire and cultural events which will secure income for Metal – an arts charity - into the future.

The Event Manager will act as a Duty Manager to ensure successful delivery of the private hire and events programme, in partnership with Metal staff colleagues. They will be responsible for the health and safety of guests and respond with diligence to safeguarding and security policies of 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 Event Manager is part of a team, working with other colleagues to deliver consistently excellent customer services 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 Metal staff team to manage the excellent logistical delivery of private hire and public events
- To be responsible for effective event set-up and take down of events including stocking up and setting up the bar, furniture & tech' set up
- To be responsible for the health & safety of attendees in the delivery of events in accordance with Metal Policies
- To serve alcoholic and non-alcoholic beverages in a professional and courteous manner and within the law
- To oversee and participate in the effective clear up after events
- To ensure the effective evaluation and recording of attendance at events
- To be fully aware of the fire safety procedures and evacuation plan for Metal Southend and be responsible for evacuation of attendees in the event of a fire
- To be responsible for the security protocols in opening and securing the building for events
- To be responsible for the accurate and diligent cashing up and financial procedures for running the bar

- To be responsible for stocking up the bar prior to events and running stock check at the end of the event to ensure Metal staff can place new stock orders in good time
- To ensure that the Challenge 25 scheme is adhered to in order that alcohol is not sold to underage persons
- To be responsible for event take down including the management of litter and rubbish from events and removal of excess stock to the store
- To oversee the work of Events Assistants
- To liaise when necessary with any artists staying in residence during at the time of the event
- To keep all logs up to date
- To undergo staff training and refresher training and be responsible for training the Event Assistants where necessary
- To ensure time sheets are accurate and up to date

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