

Vacancy

Venue Manager | The Gateway



The Gateway is an exciting new cinema and live events venue situated within Labels Shopping, located just a few minutes away from the market town of Ross on Wye.

We're looking for an enthusiastic and experienced individual to oversee the management of this venue, someone who will ensure each and every customer has the best possible experience and take pride in the space, maintaining it to a high standard.

Responsibilities

- Manage the day to day running of the venue in a customer facing environment
- Work alongside The Gateway's Creative Director and Marketing team to implement the arts and cultural programme, including film screenings, events, performances, and private-hire.
- Ready the cinema for screening, including controlling the digital cinema projection system.
- Sale of cinema tickets, refreshments, as well as ushering
- As the venue grows, we anticipate you will oversee training for front of house, overseeing rota, and leading a team of colleagues.
- Ensuring the highest standards of cleanliness of the entire venue at all times.
- Increasing sales and up sales where appropriate.
- Maintenance of all stock.

Skills

- Knowledge of and an interest in films
- Experience of managing or assistant managing a customer focused facility
- Ability to self-motivate
- Excellent communication skills
- Excellent customer service skills
- Friendly and approachable

HOURS

40 hours a week full time. Part time applicants also welcome for job share role.

Evening and weekend work is essential to the role, either full time or part time.

SALARY

Circa £23,000 - £25,000 dependent on experience.

Pro-rata for part time

TO APPLY

Please email a letter of interest outlining why you think you're suitable for this role (Please also state if you're applying for a F/T or P/T position) and your CV to both:

Imogen Heath: imogen@labelsshopping.co.uk

and

Rebecca Hardy: rebecca@edge21.co.uk

Application deadline: 5pm Friday 25 January 2019

Interview date: TBC