



Job Title	Events Duty Manager (Freelance)
Reports to	Head of Communities & Engagement
Department	Communities & Engagement
Working Hours	Evenings and Weekends – agreed up to 6 months in advance

Main Purpose of the Job & Key Responsibilities

- Weekend and evening work.
- Be in charge of weddings/children's parties etc in the Milford Hall, Southville Centre for up to 120 guests.
- Co-ordinate a small team of bar and reception staff, acting as our building guardian, client liaison, and health and safety lead.
- Opening and closing The Southville Centre and the Chessel Centre if needed (alarm setting and key holding).
- Carrying out emergency procedures and relaying 'House Keeping' information to building users.
- Able to work alone or as part of a team.

Essential

- 3-5 years of hospitality/events/leisure/festival sector experience.
- Can commit to fixed shifts.
- Can commit to bookings for shifts up to six months in advance (weddings and large parties on Saturdays, approximately 4-6 times a year).
- Use of Microsoft Office and email.
- A self-motivated, approachable and adaptable person with an eye for detail.
- Excellent verbal communications skills including an excellent telephone manner.
- Efficient time keeping and good at problem solving.

Desirable

- First aider (training provided).
- Barista trained.
- Health and safety knowledge (safety and assessing risk).
- Fire warden knowledge (training provided).
- Personal license for the sale of alcohol (optional).
- Working knowledge of the Licensing Act 2003.
- Knowledge of the Environmental Protection Act 1990.