



The Loco Klub Duty Venue Manager - Job Description

The Loco Klub is going through an exciting period of growth and to assist with this we are looking for a passionate and enthusiastic new member of the venue team to work alongside the Venue Manager as a Duty Venue Manager. This role is freelance and part time, hours will vary but will be mostly weekend evenings and nights.

A full venue induction will be given to the successful candidate, and an opportunity to shadow our existing venue managers on events during your training period.

Role Responsibilities

- Overall venue management of events, being responsible for the venue, its staff, and the health and safety of all public and crew
- Acting as point of contact for customers and hirers and liaising with security, bar manager, stewards and box office to keep the event running smoothly and troubleshooting any issues
- Housekeeping duties throughout shift, such as stocking toilets, mopping up spillages, emptying bins and making sure venue and outdoor area is tidy at the end of the night
- Maintenance of fire exits throughout an event, ensuring they are kept clear and usable
- Managing an evacuation of the venue if necessary, first in the chain of command and able to instruct all staff on what to do in an emergency
- Liaison with police, licensing authority and other emergency services if required
- Acting as designated First Aider and Fire Steward
- Unlocking and final lock up of venue after an event
- Briefing stewards and SIA on their roles for the night, and making sure new staff are aware of the venue layout, their role in an evacuation, and ensuring they have filled in the correct paperwork on their first time in the venue
- Completing an event report at the end of the night
- Ensuring dB levels are being adhered to and that equipment is being correctly used
- Tidying away technical equipment at the end of a night, or making sure that this is being attended to as soon as possible after a gig, leaving the venue clean and tidy for site visits
- Liaising with hirers and noting what equipment has been used by them and making sure it is returned at the end of the night

- Alerting accounts to any equipment damage or loss which can be charged for via the deposit paid by the hirer
- Flagging up with in-house technicians any damage to or loss of equipment, blown bulbs etc so they can be swiftly replaced or repaired
- Responsible for sound and lighting technical assistance within gigs, working with Loco equipment and power supply (*desirable but not essential*)
- Making sure electrical equipment is correctly loaded by hirer, so there is no risk of failure or fire from overloading circuits (*desirable but not essential*)

Person specification

Required:

- Over 18
- Registered self employed
- Experienced in event management or similar responsible role in arts industry
- Capable of calm and measured decision making, sometimes in stressful situations
- Comfortable with the use of Google Drive
- Friendly, confident and personable
- Works well in a team
- Happy to work ad-hoc flexible hours, working until 4/5am

Desirable:

- First Aid and Fire Marshall certification (although we can offer training at a later date)
- Local to Bristol
- Familiar with sound and lighting systems
- Experience in access and inclusion policies

Key Information

Rate of Pay: £10.75 per hour (£11.50 per hour after midnight); freelance

Job Type: Part-time