

The Loco Klub Job Vacancy: Bookings Manager

The Loco Klub are looking for a passionate and enthusiastic new member of the team to become our Bookings Manager. This role is a part time position, spread across 4 or 5 days and is for 25 hours per week @ £10p/hr.

Main responsibilities

- To be the first point of contact for the venue, liaising with customers and forging long lasting relationships with hirers.
- Respond to all bookings enquiries in accordance with systems in place in an appropriate and timely manner, including phone, email and website enquiries.
- Negotiating complicated hire deals with the Company Manager/Arts Programmer and working with the Finance Manager to ensure invoices have been issued and payments have been received promptly.
- Keeping up to date with all pre-production, performance and event information whilst updating the venue's calendar accordingly.
- Maintain all lines of communication with The Loco Klub team and ensure that all relevant information is passed on to the appropriate department in a timely fashion.
- Attend weekly meetings with the team where previous gigs are reviewed and upcoming events are prepared for.
- Administering all paperwork including hire agreements, risk assessments, TENS, PLI and Food Hygiene.
- Being a key-holder, meeting and greeting potential clients, showing them around the venue and supporting the venue manager where possible.
- Having knowledge of the venue's evacuation process and health and safety procedures.

Person Specification

Essential

- Reliable, punctual, clear and concise.
- Works accurately with attention to detail.
- Excellent communication skills, including good telephone manners and high customer service.
- Proven ability to work as part of a team and independently, utilising own initiative.
- Background of administration and negotiation skills.

Desirable

- Knowledge of the theatre, music and arts scene in Bristol.
- Venue management experience.
- Technical knowledge.
- Use of Quickbooks.
- Experience working in a small creative grassroots organisation.
- Adept at using creative packages such as adobe, photoshop, canva etc.

We work across a diverse range of creative disciplines and just as it has helped strengthen us as an organisation, we believe our organisation will be stronger with greater diversity and welcome applications from those who bring difference. We encourage applications from those currently underrepresented in our organisation particularly BAME, transgender people, and disabled people (as defined by the Equality Act 2010). We guarantee an interview for anyone who identifies as one or more of the above, who fulfils the minimum requirements of the role, and would like this to be a consideration in your application. Please indicate within your proposal if this is you.

Initially freelance, with the option to be PAYE after a 3 month introductory period.

Please send a CV and Cover Letter to both sarahp@locobristol.com and bookings@locobristol.com

If you would prefer to send a video application, rather than a Cover Letter, we welcome these too.

The closing date for all applicants is: **3pm on Monday 15th of November**, with the view for the successful candidate to start mid-December.