



The Loco Klub Job Vacancy: Venue and Operations Assistant

The Loco Klub are looking for an enthusiastic new member of the team to become an assistant to the Venue and Operations Manager.

This role is a part-time position, and is for 8 hours per week every Tuesday at £11.50/hour. Initially freelance, there is the option to be PAYE after a 3-month introductory period.

Main responsibilities

The job is a mixture of practical and event admin and practical work in the venue. No experience is required, but an interest in event production and arts administration is essential.

Administrative:

- Take and send meeting minutes from weekly event meeting
- Send this week's event emails to staff and promoters
- Meet with bookings manager and draft the month's staff rota
- Sign off casual staff wages
- jobs from venue/ops manager and general manager: research, ordering, purchases etc

Practical:

- Update event posters around the venue
- Organise lost property, respond to enquiries
- Re-order the venue, prepare for the week's coming events
- Tidy and manage the garden
- Restock the toilets, check and re-order cleaning supplies
- Check and re-order supplies of FOH equipment
- Event-specific jobs (setting up dressing rooms, creating tokens, quiz packs)

Access / H&S:

- Test emergency lighting system
- Update the large print menu for the bar
- Update COSHH documents for new products
- Create event fire risk assessments for the coming month
- Audit first aid kits and re-stock
- Redo flame proofing throughout venue, keep log up to date
- Organise staff training in first aid and fire marshalling

Qualities/skills required:

Essential

- Exceptional attention to detail
- Proven ability to work as part of a team
- Experience of Google Suite and Excel Spreadsheets

Desirable

- Experience working in a small creative grassroots organisation
- Adept at using creative packages such as adobe, photoshop, 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).

Please send a CV and Cover Letter to venuemanager@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: **5pm on Monday 18th of September** with interviews within the following week.

This would be with the view for the successful candidate to start on Tuesday 3rd October.