

The Loco Klub Job Vacancy: Sales & Outreach Manager

The Loco Klub are looking for a passionate and enthusiastic new member of the team to take on Sales & Outreach at our venue. This role is a part time position, spread across 3 - 4 days and is for 21 - 24 hours per week @ £13/ph.

Main responsibilities

- Conducting outreach for the venue and introducing our space to new hirers and audiences.
- Issue hire agreements & invoices to companies hiring our space.
- Making sure we are competitive in Bristol in terms of our pricing and offering.
- Updating our venue brochure, rate cards and forms for bookings.
- To seek out and apply for funding and grants which can support venue operations & projects.
- Introduce hirers to our space through site viewings and phone calls/zoom meetings.
- Attend networking events and develop relationships for the venue within the industry.
- Demonstrate through bookings an active growth to the business.
- Having financial awareness of the company, breakevens and the general running costs of the space.
- Researching promoters, competitors, trends and ticket sales platforms.
- Keeping up to date with City wide event programming and reflecting that in our collaborations.

Person Specification

Essential

- Exceptional attention to detail.
- Knowledge of the theatre, music and arts scene in Bristol and the UK.
- Calm and professional manner.
- 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, sales and negotiation skills.

Desirable

- Venue management experience.
- Technical knowledge.
- Use of Quickbooks/Accountancy programs.
- 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).

Please send a CV and Cover Letter to sam@locobristol.com + stephanie@invisiblecircus.co.uk

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 the 3rd of April at 5pm. Interviews will be held on the 4th of April.