



FALMOUTH TOWN COUNCIL

JOB DESCRIPTION

VENUE & EVENTS MANAGER – PRINCESS PAVILION

SCP 25 - 28

37 Hours per week

Responsible to: Director of Cultural Services

Main Place of Work: Princess Pavilions, Melville Road, Falmouth

Main Responsibilities to include:

Being aware of your responsibility under Health & Safety law, taking reasonable care of yourself, your colleagues, other contractors and members of the public at all times whilst at work, you should become familiar with the process of risk assessment, comply with safe systems of work and should actively promote a safety culture within the workplace.

To manage and oversee the day to day operation of the Princess Pavilion venue, Garden Room Restaurant and Bar, including the direction and supervision of staff and contractors.

Co-ordinate the venue events programme, working with events promoters, supervising and overseeing those events and compliance observance. Including setting and monitoring and observance of noise levels and all licensing requirements.

To work with the Council's Communications Officer to showcase the venue and site offer and publicise the events calendar observing the Council's branding and marketing requirements.

Prepare venue hire packages and pricing. This will include the Council's other venue hires, such as the Atherton Suite, Council Chamber etc.

To work with the Council's catering providers and bar licensee to ensure effective services are delivered.

To work with the Council's Grounds Manager and their operatives regarding the complementary uses and access of Gyllygdune Gardens.

To work with the Council's Facilities Manager and their operatives to ensure site compliance and the delivery of planned maintenance regimes as well as effectively addressing reactive maintenance matters.

To ensure all premises compliance, hygiene standards and licensing matters are current and enforced.

To work with the Council's cleansing, security and other contractors to ensure the premises are safe, secure and accessible.

Ensure the IT requirements of the premises are delivered and accessible.

Ensure that accounting practices and procurement are effective and the Financial Regulations of the Council are observed.

To monitor the use of consumable items and spares and make arrangements for their replenishment.

To assist the Cultural Services Director in the setting of appropriate budgets and ensuring the cost effective delivery of services within allocated budgets.

Commission surveys, maintain utility records and liaise with utility providers. Ensuring that best value is achieved.

To be on alarm call out list and to attend as required and maintain the site on call rota.

To undertake any relevant training, as required

To adhere at all times to the policies and instructions of the Council.

To serve and attend meetings, civic events and awards ceremonies as a representative of the Council as required.

The above list is an example of the duties and there will be other duties that might reasonably be required.