

# Venue Coordinator

## The Role

<b>Job Title</b>	Venue Coordinator
<b>Location</b>	Partisan Collective, Islington Mill, James Street, Salford
<b>Hours</b>	28hr (flexible, can change as time goes on and/or depending on candidate)
<b>Length of Contract</b>	6 Months (likely to be extended)
<b>Salary</b>	£23,000 p.a. (£18,400 pro rata) (reviewed within 6 months)
<b>Application Deadline</b>	Sunday 5 <sup>th</sup> March 2023 23:59
<b>Interviews</b>	Thursday 16 <sup>th</sup> March
<b>Start Date</b>	ASAP

## Job Summary

This role covers the venue side of Partisan, dealing with mostly practicalities and logistics: the bar, the bins, the money, the tech, and the decorations!

Supported by a team of bar staff, events volunteers and agency SIA (security staff), the Venue Coordinator will oversee the logistics of events at Partisan and ensure, through effective planning and delegation, that every event operates as smoothly and safely as possible.

## About Partisan Collective

Partisan Collective ([partisancollective.net](http://partisancollective.net)) provides an inclusive, accessible, not-for-profit platform and space in Greater Manchester where our members meet, share, learn, create, perform and dance together.

Partisan is a members' led arts and community space and multi-stakeholder cooperative that has over 500 members and a rich history of putting on first rate, inclusive and accessible events. Partisan has been a tenant of Islington Mill for the past two years and is looking forward to moving to a new space in the Mill that would allow us to fulfil our long-held ambition to operate a fully licensed club and live music venue.

We use the profit from the club nights and gigs we run to be able to give free or cheap community space to those who need it. We have regular book clubs, folk clubs, printing clubs and many more, we host organisations such as Queer Family Tea and Just Do The Thing (we have a very strong queer contingent here), as well as one off events with a wide variety of speakers and facilitators, from Ableton Workshops to Book Talks to Theatre Rehearsal and Performance!

Our governing structure mirrors our values and one way in which we're trying to redefine what community spaces and music venues could look like and work. As a members-owned

cooperative with more than 500 members, at our General Meetings members help shape our direction and hold the staff and board accountable through scrutiny of accounts and wider questions.

We are a small staff team, operate along cooperative principles and are all paid the same salary. The management of the cooperative is spread across staff, the board and voluntary working teams, with every member having a stake in the organisation and contributing to our strategy and helping shape our working culture.

## Equal Opportunities

Partisan Collective strives to operate a policy of equal opportunity and not discriminate against any person. We are committed to ensuring that the diversity of our workforce reflects that of the wider community. We endeavour to support applicants throughout the hiring procedure, and to provide an inclusive, safe and supportive work environment for the successful candidate. Please contact us via [jobs@partisancollective.org](mailto:jobs@partisancollective.org) to let us know what we can do to assist with and accommodate any access requirements you have, or with any questions you'd like to ask about the role and hiring process.

We strongly encourage applications from People of Colour and/or who belong to communities who are underrepresented within Greater Manchester.

We will offer an interview to any disabled applicants (as defined by the government's Equality Act: <https://www.gov.uk/definition-of-disability-under-equality-act-2010>) who meets our minimum requirements for the role (see 'Essential' under Personal Specification). There is a checkbox on our application page for this option. This data will not be stored for the rest of the application process.

We will also make reasonable adjustments to improve access to interviews and job roles wherever possible. If you have any specific questions or concerns, please contact us at any time on [jobs@partisancollective.org](mailto:jobs@partisancollective.org).

## Main Duties and Responsibilities

### Club & Bar Management

- To ensure the bar and venue operations run at maximum sustainability and profitability
- To manage cellar stock effectively to suit demand; liaising with the events and comms team to predict attendance and effectively maximise profits whilst minimising waste.
- To work on the maintenance and cleanliness of the venue including lighting, signage, décor and access.

- Working with the events team and other coordinators on improving policies and best practices for running events, including equal opportunities, accessibility, sustainability and volunteering
- Responsibility for maintaining an inclusive and safe space for everybody accessing the space
- Working closely with the bookings coordinator and events team to ensure, through effective planning and delegation, that every event operates as smoothly and safely as possible.
- Planning and improving the technical equipment and décor in the space, being responsible for its maintenance and purchasing new items as necessary, including but not limited to lighting, sound systems, DJ Equipment, the drum kit, amps, and decorations.
- To fulfil the company's obligations as outlined in the Premises License, including liaising with Salford City Council as and when necessary and maintaining all relevant records as may be required by the licensing authority for inspection.

## People Management

- To train and develop both permanent and casual staff team of friendly bar staff who love music and are passionate about contributing to a safe, inclusive and vibrant music venue.
- Managing all aspects of HR for Bar Staff & Cleaners, including recruitment, leave support, and updating policies, procedures and contracts as needed.
- To train volunteer key holders with fire safety and relevant information for hiring the space when no staff are available
- To manage staff rota to ensure needs of the organisation are met, specifically regarding management of bar staff, and to book in and brief SIA door supervisors to ensure the safety of the staff and public.

## Shared with the Booking and Community & Membership Coordinators

- Be responsible for maintaining all Health & Safety protocols and improving safety processes throughout the organisation. Facilitate staff training in these areas.
- Ensure all aspects of our financial administration are well managed, working closely with our accountant and bookkeeper to ensure invoices and expenses are processed, queries answered, and payroll is up to date.
- To facilitate volunteers in making Fundraising applications and supporting Partisan in being fiscally accountable to its members.

- Support the management of Partisan's strategy; collaborating closely with Members, Volunteers and the Board of Directors to help improve organisational systems and processes.
- To be a key holder responsible for opening up and closing down the space, following procedures and ensuring other key holders are fully trained in these procedures.
- To fulfil the company's obligations as outlined in the Premises License, including liaising with Salford City Council as and when necessary and maintaining all relevant records as may be required by the licensing authority for inspection.
- To work closely with the Board of Directors and have an awareness of the particular needs of Partisan as a Cooperative and respect the democratic practices that underpin the organisation.
- To work with the Board of Directors on the recruitment, induction and training of staff. To manage staff rotas and maintain an adequate record of hours for the casual staff payroll.
- Zero tolerance attitude to discrimination and assault; willingness to undergo Good Night Out Training.
- Regularly attend Board meetings and volunteering team meetings on weekday evenings.
- Attend regular 1:1 meetings with a designated Board member to facilitate professional development and pastoral support
- Support with Partisan Social Media, and be open to development of skills. Schedule posts, create copy and liaise with designers to ensure that Communications are consistent and coherent in tone whilst adhering to Partisan guidelines

## Personal Specification

Essential	Desirable
Bar management experience, including maintaining financial records	Experience working with, and delegating to, volunteer teams
Understanding of what a cooperative is and the differing expectations of working in a horizontal, democratic structure	Good understanding of what Partisan is and why it exists
Enthusiastic about music and knowledgeable about the Manchester music scene	Knowledge/interest in PA/DJ/Live Music setup and technology
Cash & Stock management experience	Venue Management Experience
An inclusive and non-judgemental approach; Understanding of challenges faced by underrepresented communities in Greater Manchester; Strong sense of social justice; Alignment with Partisan Values and confidence in demonstrating these; Willingness to undergo Good Night Out Training	Having previously undertaken Good Night Out Training
Good IT skills; knowledge of MS Word and Excel	Knowledge of Wordpress; Slack; Social Media; Knowledge of information governance and security, and implementing this in practice
Personal licence holder or willingness to do training & exam asap	
Willingness to work flexible hours such as evenings, nights, weekends including bank holidays (such as Boxing Day and New Year's Eve)	
Ability to prioritise competing tasks, strong time management skills	

## What We Offer

A unique opportunity to work for a non-conventional, cooperative organisation that has community at its core. A workplace where your talent will be supported and nurtured so you can get the most out of your job.

- Salary – every staff member at partisan receives a flat rate of £12.50 p/hr, which is equivalent to around £23,000 per annum (average 35hrs per week)

- You will play a key role in a values-driven and purposeful team, as we're going through a significant change in our organisation as we move to our new fully-licensed venue. Therefore this will be a flexible role, with freedom to shape your work, evolve your role, and contribute to our strategy.
- You will be able to learn, share, and be supported by team members and the Board of Directors who you will be collaborating with and regularly checking in with.
- 25 days paid leave + bank holidays + Christmas
- Sickness pay is provided
- Option of a pension with NEST - [www.nestpensions.org.uk](http://www.nestpensions.org.uk)

## How To Apply

To apply for this role, please read this job description and person specification and complete the below task descriptions carefully.

We don't need a CV or cover letter, just an email to [jobs@partisancollective.org](mailto:jobs@partisancollective.org) with your responses to the two tasks below attached.

We will be offering sessions to give more information about the job at the space in Islington Mill on 24<sup>th</sup> Feb 530 – 7pm and 25<sup>th</sup> Feb 10:30am-12pm.

### ***Task 1: Introduce yourself***

Please send us an audio recording of no more than 3 minutes, OR 600 words of you introducing yourself and why you are interested in this role.

*Why we're asking for this:*

This task helps us learn a little about you and how you introduce yourself without the pressure of an interview setting. It also helps us to make sure we pronounce your name correctly and use the right pronouns, so please include those if you wish.

*Tip*

Try to relax, and imagine you're having a conversation on the phone. We're not looking for a perfect recording, but we are hoping to get a sense of who you are and why you'd like to work at Partisan.

*Requirements*

Audio file no longer than 3 minutes. Please name your file: [YOURNAME]Task1.

OR

Document no more than 600 words. Please name your file [YOURNAME]Task1

***Task 2: Your skills, experience and personal qualities***

Please tell us how you meet the essential and (if applicable) desirable skills, experience and personal qualities listed above in this job application pack. List each bullet point, and give an example of how you meet the criteria – this could be through paid or unpaid work, volunteering experience or training.

*Why we're asking for this:*

As we're not asking for cover letters and CVs, we'd like to offer you the chance to tell us about knowledge, skills or experience you have (whether paid or voluntary) that would make this the right job for you.

*Tip*

We look for transferable skills as well as experience. You may not have had a similar role in the past, but you may have performed similar tasks or have been able to demonstrate the criteria in a different way.

*Requirements*

Word doc, Google doc or pdf 500-1500 words

-OR-

Audio file 5-10 minutes

Please name your file: "[YOURNAME]Task2"

If you have any problems sending your application or have any accessibility needs, please contact: [jobs@partisancollective.org](mailto:jobs@partisancollective.org)

**Contact details**

**Please send applications to [jobs@partisancollective.org](mailto:jobs@partisancollective.org) by 23:59 on Sunday 5<sup>th</sup> March**