

**JOB DESCRIPTION**

**Job title: VENUE & EVENTS CO-ORDINATOR**

**Reporting to:** Venue & Events Officer

**Hours:** 37 hrs per week flexibly – often evenings/weekends

**Grade/Salary** SCP 7 – 12 £25,584 to £27,711 per annum (pay award pending)

**Location:** Witney Town Hall/Corn Exchange/Burwell Hall

**The Role**

The primary purpose of the role is to deliver successful events from concept to completion through careful planning, organisation, promotion and support that meets the Council’s objectives and creates memorable experiences operating across a variety of venues and settings.

This involves coordinating all aspects of event logistics, liaising with key stakeholders ensuring all legal, safety, and operational requirements are met. At its core, the role is about turning ideas into well-executed, seamless events through strong organisation, clear communication, and attention to detail.

Additionally, this role will be required to assist the Venue & Events Officer to manage the Council's venues that include the Corn Exchange and Burwell Hall, offering a welcoming front of house and an exceptional service which complies with all relevant government legislation ensuring daily operations and venue bookings are delivered effectively.

#### Main Duties & Responsibilities

**Venues**

* To assist the Venue & Events Officer to make the Corn Exchange a focal point in Witney town centre and a venue that is well used by a wide range of the community by developing good working relationships with all key stakeholders to include artists, arts groups/organisations, community and voluntary groups, partners, funders/sponsors, councillors and the public.
* To be fully conversant with the conditions attached to the operating licenses including the premises license and to ensure these are strictly adhered to. [To act as a personal license holder in accordance with the Licensing Act 2003].
* Ensure the safe day-to-day operation of the Public Halls including coordinating building maintenance checks, overseeing building usage, staff, and contractors, in line with all appropriate legislation including health and safety, fire regulations, policies and procedures.
* Undertake general porterage duties including moving furniture and equipment within buildings, preparing rooms for use by hirers and clearing away after use, to meet the needs of the hirers/venue users.
* Ensure that the rooms are presented in a clean and tidy state ready for hire.
* Checking hirers public liability insurance, and equipment to ensure compliance with Council policy e.g. a current PAT certificate held.
* Operate systems such as heating, cooling, lighting and security, including CCTV and alarms.
* Assist with the maintenance and setting up of specialised equipment following training such as theatrical equipment to include lighting, sound equipment and erection of stage in different configurations.
* Operate an effective and welcoming ‘front of house’ service directing visitors, responding to enquiries where appropriate and ensuring hirers have a clear understanding of their responsibilities at their event with regard to hire, health & safety etc.
* To support the Venue and Events Officer to promote and maximise the use of the Council venues including viewings and meetings with potential hirers.

**Events**

* To assist the Venue & Events Officer in the organisation and co-ordination of a year-round programme of sustainable cultural activities, festivals, civic functions, and events which meet with the aims and objectives of the Council, and which are accessible to the whole community.
* To co-ordinate and deliver a wide range of events hosted by the Town Council, including events held in the evenings and weekends. Events range from Theatre, Live Music, Cinema, Conferences, Meetings etc. This will include creating event preparation and schedule plans, producing venue layouts, coordinating supporting staff and delivering the events on the day.
* To assist third-party event hirers by coordinating and ensuring effective delivery of their venue requirements.
* To create and distribute promotional material for events including but not limited to; creating posters for print with support from admin, creating and uploading regular social media content for the venues and specific events, using Eventbrite to sell tickets and send marketing emails, uploading event details to The Corn Exchange website and actively employing marketing techniques to maximise event attendances.
* Provide the necessary support for weddings and civil ceremonies held at the Corn Exchange and ensure adherence to the requirements of the license.
* Ensure that all areas of buildings are in good order carrying out post event inspections, reporting damage to the Venue and Events Officer for maintenance requirements, and to determine if hirers lose their damage deposit where applicable.
* To assist the Venue & Events Officer in the delivery of Civic Events such as Remembrance Service, Civic Reception and Advent Fayre, and any Town Council led events outside of the Council’s venues.
* To provide key metrics and feedback on events to The Venue & Events Officer to assist in evaluating event performance and identifying areas of improvement.

**General**

* Undertake other duties that are commensurate with the nature and grade of the post.
* Attending training courses associated with the work and role as required by the Council.
* Adhere to and implementing the Town Council’s policies and procedures, including those around equality and diversity.
* Be conversant and comply with Health and Safety regulations applicable to the organisation. Take reasonable care of yourself and others affected by your work activities, use equipment correctly and apply safe working practices effectively to remove or minimise risks of accidents or injury and to meet statutory obligations.

**Person Specification –Venue & Events Co-Ordinator**

**Education and Qualifications - Essential**

* Good standard of education

**Education and Qualifications - Desirable**

* Relevant professional qualification or higher education in event management/marketing/creative arts or a similar applicable subject
* Current First Aid Certificate
* Personal license holder in accordance with the Licensing Act 2003

**Experience, Skills & Knowledge - Essential**

* Experience in organising and delivering a range of events to a high standard.
* Excellent customer service skills. Working in a customer-facing role, including handling customer queries, administration and troubleshooting as required is essential.
* Good verbal communication skills and ability to engage and work with the community and stakeholders.
* Good technical skills and ability to operate basic AV equipment
* Ability to remain calm and professional in difficult situations
* Excellent time management skills
* An active team player with the ability to work collaboratively
* Ability to work on own initiative and be self-motivated and resourceful.
* Health and safety knowledge, especially of its practical application within the context of both a venue and live events.
* Basic knowledge of licensing laws.

**Experience, Skills & Knowledge - Desirable**

* Ability to write thorough event plans, risk assessments and method statements.
* Sound AV knowledge and ability to operate equipment such as PA systems, stage lighting controls, and projectors.
* Proficiency in basic graphic design software such as Canva.
* Experience in using ticketing software, such as Eventbrite
* Experience in using Meta Business Suite (formally Facebook pages manager)

**Behaviors**

* Positive approach and “can-do” attitude
* Ability to adapt to changing circumstances
* Ability to manage own workload and responding flexibly to changing needs and demands
* Willingness to learn new skills
* A commitment to valuing diversity and equality, and to respecting residents, councillors and colleagues in all relationships and aspects of service delivery
* Ability and willingness to work flexibly to meet the business needs of the role, often including working evenings and weekends

**Other**

* Holder of a current, clean UK driving licence

#### The postholder will be expected to discharge his/her duties in accordance with Council policy, especially Standing Orders and Financial Regulations.

#### Fairness and Dignity at Work

Actively support the Council’s Dignity at Work policy to assist in eliminating discrimination and in maintaining a fair, positive and productive working environment, to meet statutory obligations and good employment practice.

***Note:*** *This job description outlines the main duties and responsibilities of the post and is designed for the benefit of both the post holder and the Council in understanding the prime functions of the post. It should not be regarded as exhaustive as there may be other duties and responsibilities associated with and covered by the grading of this post.*

**TERMS & CONDITIONS OF EMPLOYMENT**

**Post Title:** Venue & Events Co-Ordinator

**Salary Grade:** SCP 7 – 12 £25,584 to £27,711 per annum (national pay award pending)

**Place of Employment:** Town Hall/Corn Exchange/Burwell Hall

**Hours of Work:** 37 hours per week (flexibility is required as evenings and weekend work will be required to meet the needs of the business)

**Employment Status:** Permanent contract

**Pay Period:** Monthly

**Pay Arrangements:** Salary will be paid by BACS into a bank or building society account, on or before 25th of the month.

**Allowances:** Casual user car rates at NJC approved rates.

**Annual Leave:** 24 working days, rising to 29 working days after 5 years continuous Local Government Service (plus 1 extra statutory day at Christmas) plus Bank Holidays

**Pre-employment checks:** Any offer of employment will be subject to two satisfactory references being received (one from the present or previous employer), and satisfactory DBS check

The Council reserves the right to arrange a medical check

**Probation Period:** Six months

**Notice Period:** Subject to one months’ notice on either side

**Conditions of Service:** Unless specified to the contrary, the National Joint Council for Local Government Services, National Agreement on pay and conditions of service.

**Pension Scheme:** Employees with a contract of employment for three months or more are eligible to join the Local Government Pension Scheme which is administered on behalf of the Town Council by Oxfordshire County Council. In view of this arrangement the Town Council does not provide a facility for Stakeholder pensions.

Contributions range from 5.5% - 12.5% of whole-time equivalent salary plus pensionable allowances and are assessed annually in accordance with the Council’s Pensions Policy Statement. Further information on the Local Government Pension Scheme available from: <https://www.lgpsmember.org/thinking-joining.php>

June 2025