

Arundel Town Council
JOB DESCRIPTION

Job Title	Town Hall Events Manager
Reports to	Town Clerk
Responsible for	Cleaner, Town Hall Keeper, Town Hall Assistant, contractors brought in for specific functions and events.
Core hours of work	9am to 1pm with attendance at functions on weekends and evenings

Role Purpose
<p>The Town Hall Events Manager will manage the development, promotion and delivery of an annual programme of events and activities that will optimise the use of the Town Hall and increase its value to the community.</p> <p>The Town Hall Events Manager will be the first point of contact for residents, visitors and prospective clients who come to the Town Hall, and will ensure the smooth operational management of the facility.</p> <p>The Town Hall Events Manager will be responsible for managing the maintenance, repair and cleanliness of the building, and will make recommendations on the actions required to the Council, via the Town Clerk.</p> <p>The Town Hall Events Manager will be responsible for ensuring that the Town Hall is accessible as required, whilst ensuring that security is maintained.</p>

Responsibilities and Duties
<i>Town Hall Development (working with Councillors and the Town Clerk)</i>
<ul style="list-style-type: none"> • Develop, implement and promote an annual programme of events ('a fixture list') that will optimise the usage of the Town Hall, balancing revenue generating events (e.g. weddings, private hire) with events that increase community use of the building. • Identify which events in the Town Hall should be outsourced, and which should be managed internally. • Develop plans for improving the appearance of the Town Hall, making the Holmes Chamber more appealing, the front entrance less forbidding, and the foyer better at communicating the heritage of the Council and the character of the community. • Achieve a balance between revenue-generating events, and events which break-even (or are subsidized) in the interests of the community. • Participate in working groups and attend Council Committee and working group meetings as appropriate.
<i>Weddings and Celebrations</i>
<ul style="list-style-type: none"> • Promote the Town Hall as a venue of choice for weddings, celebrations and other private hire events.

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<ul style="list-style-type: none">• Develop and promote a distinctive proposition for weddings in Arundel Town Hall, taking account of its unique heritage and beautiful natural surroundings.
<ul style="list-style-type: none">• Liaise with the wedding/celebration planner from the first inquiry through to the successful delivery of the event, including the co-ordination of third-party suppliers to ensure that the event meets the highest expectations.
<ul style="list-style-type: none">• Manage events on the day, and ensure that there is a 'bank' of staff available to attend and service events.
<ul style="list-style-type: none">• Ensure the smooth operational management of the Town Hall to deliver the highest quality customer experience to the public, staff and members
<i>Compliance</i>
<ul style="list-style-type: none">• Ensure that the Town Hall is compliant with statutory licensing and health and safety regulations
<i>Maintenance</i>
<ul style="list-style-type: none">• Develop and propose to the Town Clerk and Council an annual service plan to maintain and improve the building and its facilities, including repair, replacement and decoration.
<ul style="list-style-type: none">• Manage suppliers involved in servicing and maintenance of the Town Hall, ensuring high standards are maintained.
<i>Financial (with the support of the bookkeeper)</i>
<ul style="list-style-type: none">• Manage the invoicing for the Town Hall events, and payments for Town Hall services, via Sage.