



Arundel Town Council
DEPUTY TOWN HALL MANAGER

Job Description

Job Title	Deputy Town Hall Manager
Reports to	Town Hall Manager
Responsible for	Assisting the Town Hall Manager with the Town Hall Keeper, Events Staff, Cleaners, Contractors brought in for specific functions and events.
Core hours of work	65 hrs pcm To enable the town hall to be open - 08:45am-1:15pm weekdays, with attendance required where necessary on weekends and evenings.

Role Purpose
<p>The Deputy Town Hall Manager will assist the Town Hall Manager with managing the development, promotion and delivery of an annual programme of weddings, events and activities that will optimise the use of the Town Hall and increase its value to the community.</p> <p>Be one of the first points of contact for residents, visitors and prospective clients who come to the Town Hall.</p> <p>Will assist in managing the maintenance, repair and cleanliness of the building, ensuring the building is of an appropriate standard for staff, events and bookings. Will make recommendations on actions required to the Town Hall Manager.</p> <p>The Deputy Town Hall Manager will assist with the responsibility 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 Town Hall Manager)</i>
<ul style="list-style-type: none">Assisting to 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.Help to identify which events in the Town Hall should be outsourced, and which should be managed internally.Assisting to 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.



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<ul style="list-style-type: none">• Support to achieve a balance between revenue-generating events, and events which break-even (or are subsidised) in the interests of the community.
<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.
<ul style="list-style-type: none">• Assist to 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 couple from the first enquiry 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.
<i>Compliance</i>
<ul style="list-style-type: none">• Assist to ensure that the Town Hall is compliant with statutory licensing and health and safety regulations
<i>Maintenance</i>
<ul style="list-style-type: none">• Assist to develop and propose an annual service plan to maintain and improve the building and its facilities, including repair, replacement, and decoration.
<ul style="list-style-type: none">• Assist to manage suppliers involved in servicing and maintenance of the Town Hall, ensuring high standards are maintained.
<ul style="list-style-type: none">• Ensure the town hall meets the needs of all staff working within the building.
<i>Financial (with the support of the bookkeeper)</i>
<ul style="list-style-type: none">• Jointly manage the invoicing for the Town Hall events and payments for Town Hall services, via Sage.