



Arundel Town Council TOWN HALL MANAGER

Job Description

Job Title	Town Hall Manager
Reports to	Town Clerk
Responsible for	Deputy Town Hall Manager, Town Hall Keeper, Events Staff, Cleaners, Contractors brought in for specific functions and events.
Core hours of work	120 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 Town Hall Manager will manage 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 the first point of contact for residents, visitors and prospective clients who come to the Town Hall.</p> <p>Will be responsible for 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 the actions required to the Council, via the Town Clerk.</p> <p>The Town Hall 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.



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<ul style="list-style-type: none">• Achieve a balance between revenue-generating events, and events which break-even (or are subsidised) 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.• Develop and promote a distinctive proposition for weddings in Arundel Town Hall, taking account of its unique heritage and beautiful natural surroundings.• 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.• 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">• 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.• Manage suppliers involved in servicing and maintenance of the Town Hall, ensuring high standards are maintained.• 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">• Manage the invoicing for the Town Hall events and payments for Town Hall services, via Sage.