

**Venue Managers x 2**

- **Temporary Performance Space (city centre)** - Fixed term until January 2026
- **Beacon (travelling venue space)** - Fixed term until October 2025

**Closing date:** 1 July 2024

**Interviews held on:** 17/19 July 2024

Bradford district's Year of Culture is set to deliver more than 1,000 new performances and events, a series of major arts festivals and major national and international collaborations. To do this we need a team of dedicated, passionate, and enthusiastic people.

We have an exciting opportunity for 2 Venue Managers to join our Production Events team. If you have with an exemplary track record of managing the planning and delivering of a venue and enjoy working with an enthusiastic, creative team, then we would love to hear from you.

Working with the Programme & Production teams, you will provide leadership and management of the operational delivery of two new temporary performance spaces as part of the Bradford 2025 programme of events.

Working with the Programme & Production teams, you will provide leadership and management of the technical delivery of a new temporary performance space located in the heart of Bradford's City Centre.

The first venue will be a temporary performance space, gallery and events space in Bradford city centre with an auditorium capacity of 200, aiming to be a multi-use creative and community hub. The second will be our new touring events pavilion, Beacon, a flagship project for Bradford 2025 which will travel to four park locations during the spring and summer months in 2025, with a capacity of up to 500. Both spaces will provide a platform for performances, exhibitions, and live events bringing culture into the hearts of local audiences and interact with communities.

Working closely with the Venue Technical Managers, you will oversee the safe, compliant, and effective delivery of operational requirements and be central to making sure the venues work brilliantly, creating a welcoming inclusive space for audiences and artists alike. During event periods, your role will also include Duty Management, working alongside the Audiences, Box Office, Volunteers and Front of House teams to welcome visitors to the venues and ensuring that all is running smoothly.

If this sounds like the right role for you, we would love to hear what you're most excited by and which space you could bring your expertise to, to make these venues a success.

**Key responsibilities:**

- Lead on operational planning across all events programmed in the venue, ensuring the smooth and safe delivery of logistics.
- Develop and maintain strong relationships with local community groups, sponsors, and stakeholders, ensuring that the venues are well-integrated into the local cultural landscape.

- Oversee the financial aspects of venue operations, including budget management, financial reporting, and cost control. Ensure that all events are financially viable and within budget and provide regular financial updates to the senior management team.
- Collaborate with the Audiences team to develop and implement effective promotional strategies for events.
- Implement and manage sustainability initiatives within the venues, such as waste reduction, energy efficiency, and sustainable sourcing practices. Ensure that all events adhere to environmental policies and contribute to the overall sustainability goals of Bradford 2025.
- Ensure that all events adhere to the access & inclusion policies of Bradford 2025.
- Manage the day to day running of contractors and staff on site during the install period through event time and the decommissioning phase, liaising closely with external contractors, performers, and the wider Bradford 2025 team.
- Coordinate the smooth running of the performance venues within agreed timescales and budgets, and to ensure safe working procedures are always in place.
- Coordinating schedules for the venue teams and being the main point of contact for customers and staff.
- This role will also involve duty management during performance times.

### **To be successful in this role you'll have:**

- Extensive experience of managing the planning and delivery of a new venue.
- Knowledge of theatre or performance venue technical systems would be an advantage.
- Experience working to tight deadlines and working with budgets.
- Experience of Health & Safety management within a performance venue.
- Ability to interpret and implement technical drawings and specifications.
- Good problem-solving skills and work calmly under high pressure environments.
- Strong communication skills & a good team player.
- Knowledge and experience of working on a variety of events in the cultural sector.
- Experience of liaising confidently with a wide range of contractors and stakeholders, including regulatory and planning authorities.
- Preferably local to Bradford/West Yorkshire or willing to relocate.

### **Benefits include:**

- £35k per annum salary.
- 37 hours per week worked flexibly
- 25 days holiday plus bank holidays.
- Contributory pension scheme with 5% employer contribution.
- High street discounts through Charity Worker Discounts.
- 2x Death in Service cover.
- Confidential Employee Assistant Helpline.

### **We expect everyone in our team to:**

- Develop an understanding of Bradford City of Culture 2025, its values, the benefits it brings to the Bradford District and to funders and sponsors.
- Create a positive working environment, underpinned by our values.
- Act as an ambassador for Bradford City of Culture 2025.
- Drive change in our industry through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity and sustainability.
- Be accountable for the safety of themselves and others by working safely and in accordance with our Health & Safety and Safeguarding Policies.
- Ensure we are collecting and using data from all activities to inform decisions, demonstrate our impact and fulfil our funding conditions in line with GDPR.
- Undertake relevant training and development as required.
- Be open to the opportunities to mentor, train and develop colleagues and participants in Bradford 2025.
- Carry out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of your position.

We're committed to ensuring that everyone feels accepted and can be their true selves at Bradford 2025, and we want our team to reflect our district. We believe that diversity in our team is crucial to our success, so we welcome applications from all races, genders, religions, ages, and sexual orientation as well as from people living with disabilities. We are proud to be an equal opportunity workplace and our ambition is to recruit and retain the best people regardless of background.

If your experience looks different from what we've advertised and you believe that you can bring value to the role, we'd love to hear from you. If you require any adjustments to the recruitment process, please let us know so we can help you to be at your best. This might be as simple as wanting sight of the interview questions ahead of time – whatever it is, just ask and we'll see what we can do.

To apply for the role please send a copy of your CV and a cover letter (no more than 2 sides of A4) to [recruitment@bradford2025.co.uk](mailto:recruitment@bradford2025.co.uk). We cannot accept applications without the required cover letter unless for accessibility reasons (please let us know if this applies to you).