



Freelance Duty Venue Manager – Job Description

BACKGROUND

Grandstand Stoneleigh Events (GSE) is the venue manager for NAEC Stoneleigh. The venue hosts over 200 events a year. These range from large B2B events, large B2C events, the corporate conference market, outdoor events, as well as many special interest and participant events.

The Duty Venue Manager role is responsible for managing a range of events and exhibitions during the tenancy of the event. You will be the first point of contact for the event organiser and their clients. You will ensure the event is delivered safely and to a high standard. This role will be to cover duty shifts, all events will be pre planned by our core Venue Event Management team.

This role will suit somebody who is established within the events industry who is looking for an exciting new challenge.

KEY RESPONSIBILITIES

- To have knowledge of technical information about the Venue, advice on layout plans and services.
- Ensure procedures and processes are adhered to, to deliver the safe and efficient operation of the events including particular emphasis on public safety & control, maintaining fire exits and keeping gangways clear of obstruction.
- Always promote compliance with venue health & safety regulations and safe working practices.
- Always demonstrate an appreciation of potential impacts of any event on the local environment including tenants and residents.
- Liaise with contractors, other labour, event services team, catering department.
- Maintaining an up to date venue event report in line with venue procedures.

Reporting Lines

- This role reports into the Senior Event Manager

SKILLS AND EXPERIENCE

Experience

- Experience in a similar role ideally from a venue, agency, events background, or facilities management background.
- Experience of dealing with customers and suppliers.
- Excellent written and verbal communication skills.
- Health and safety experience, with IOSH qualification or willingness to train.



People Skills

- An enthusiastic and professional approach.
- Ability to problem solve.
- A proactive approach with the ability to manage day to day without the need for close supervision.
- Attention to detail.
- Self-motivated
- Ability to work well within a team.
- Task driven.
- Flexible approach to work – You will be required to working evening and weekends.

You must also have a full UK driving licence and own vehicle.