



The Tin Music and Arts

Job Information Pack

Venue Manager



The Coal Vaults, Canal Basin

Role:	Venue Manager
Department:	Management Team
Reports to:	Director
Contract Type:	Fixed Term (24-month contract – with possible extension, dependent on funding)
Salary:	£22,000 per annum, plus 3% pension Employer contributions
Working hours:	Various (37 hours per week). Responsibilities of the role require work outside of “normal” working hours, including evenings and weekends depending on programme of events. Schedule will be arranged two weeks in advance.
Location:	The Coal Vaults/Units 1-4, Canal Basin, Coventry CV1 4LY
Start date:	As soon as possible.

The Tin Music and Arts – The Organisation and this Role

The Tin Music and Arts is a charity (Registered Charity No. 1152636) that runs a well-respected community arts centre in Coventry's historic Canal Basin. We are generally known as "The Tin" and our core focus is on live music with a strong commitment to nurturing performance talent and technical excellence but we welcome a wide range of other art forms into our spaces. We have a strong reputation for innovative programming and for working with partners on initiatives to achieve their objectives that resonate with our own, for example to enrich music education for pupils in Coventry's schools, to boost the mental health of local people, and to provide opportunities for disadvantaged groups to access arts and cultural activities.

As well as delivering cultural events and activities we hire out our spaces for parties, weddings and other commercial or charity purposes: these are essential for the sustainable funding of our core charitable activities.

This is an exciting time for the Tin as our spaces have recently been refurbished to provide much improved facilities and create an increased capacity. We are looking forward to a major re-launch and are in the process of building our team to be able to offer the very best experiences for everyone coming into our spaces.

We have two key spaces: our venue, the iconic Coal Vaults, and our Community Space. We are looking for an organised venue manager to handle the operations, maintenance, and bar management for the Coal Vaults. The successful applicant will be responsible for providing a venue that is welcoming and safe for our community of visitors whether they are performing, attending an event, taking part in an activity, or just enjoying a drink in our bar.

The Venue Manager will have overall responsibility for the venue and for the events or activities that are run within the space. As appropriate, they will also be part of the team managing events or activities delivered by the Tin in other relevant spaces.

The post is part of the Tin's Management Team with the Director, the Operations Manager, and the Marketing Manager. The Venue Manager will take a lead role within the team to manage the running of the bar, secure bookings; liaise with promoters, event managers, artists and clients; and coordinate the logistics of events. The Venue Manager will also manage the maintenance of the venue in liaison with the Operations Manager.

The Venue Manager will work with the Marketing Manager in a variety of ways to promote simultaneously both events and the venue itself as a performance hub. This will necessitate being aware of the need to be social and always networking, understanding that this is wider than promotion, and welcoming that it means being a part of what's happening, within the community and within the industry.

Our Venue – The Coal Vaults

The Coal Vaults is an iconic piece of underground architecture built in the eighteenth century to store coal. The building was repurposed in 1999 as a restaurant but following a long period of disuse it has been a much-loved music venue and community arts centre since 2006. It came under the control of The Tin Music and Arts charity in August 2013.

The venue is entered through the right-hand arch as you approach. The first part you see is the bar and you reach the performance space as you turn into the other arched space. The stage is on your right with the sound booth on your left. The Green Room is at the back of the area as are the toilets.

The capacities are: -

- Approximately 150 standing and 75 seated



Bar – The Coal Vaults

The bar is one of our main sources of income and is an integral part of the customer experience for events and for private bookings. There is no cellar so we currently only serve bottled beers and ciders plus the usual wines, spirits, and bottled or gas-dispensed soft drinks.

The bar currently only opens when the venue is being used for an event or activity. We are working towards being a cash-less operation.

Accessibility

We are proud to be one of Attitude is Everything's Bronze Charter venues meaning we are recognised to be an accessible venue which adheres to their Charter of Best Practice.

Past performers include –

Amber Arcades, Andy Shauf, Bambara, Big Joanie, Colin Stetson, Comet is Coming, Crack Cloud, Courtney Marie Andrews, Daniel Romano, Hannah Peel, Imperial Wax, Jeffrey Lewis, Joan as Police Woman, NOV31, Pick A Piper, Penelope Isles, Porridge Radio, Roddy Woomble (Idlewild), She Drew The Gun, The Utopia Strong, The Howl and the Hum, Tiffany, Yama Warashi + many more.

Job Description

Key Responsibilities

In Summary – To provide a venue that is welcoming and safe for our community of visitors whether they are performing, attending an event, taking part in an activity, or just enjoying a drink in our bar, and to optimise its use for events and revenue generation.

- To be a DPS (Designated Premises Supervisor) for the organisation in order to sell and authorise the sale of alcohol. To keep up to date with, implement and adhere to and enforce licensing regulations.
- To be a qualified first aider on behalf of the organisation and to shift manage some of our events, reacting appropriately to any incidents or queries.
- Bar management including stock control/ordering and stock takes, including managing the Epos system.
- To manage all maintenance and repairs of the venue, property, equipment, and facilities in liaison with the Operations Manager, ensuring that the venue and facilities are clean and organised.
- To respond to enquiries about venue hire from clients and promoters, carry out site visits of event spaces with clients, as required, and be able to negotiate confidently with clients wishing to hold events, whether regular clients or promoters of one-off events.
- To manage all bookings for events and liaising with the promoters/clients to determine event requirements, be confident in negotiating fees – including negotiation of which facilities and services might be included in the agreed price - and ensure hire charges are agreed in advance and contracted appropriately.
- To manage and supervise all staff including bar staff and event staff – e.g., induction, training, health and safety, and rota management.
- To manage all relevant administrative tasks such as booking schedules; staffing rotas; supporting the Operations Manager with payroll; financial controls regarding the bar and hire-outs; artist advancing; front of house processes; and invoicing.
- To schedule and coordinate sound equipment, furniture, and other venue equipment in liaison with free-lance technical contractors and promoters.
- To ensure the implementation/application of the Tin's policies and procedures, particularly the Inclusion and Equity Policy.
- To abide by and promote the Tin's health and safety policy in conjunction with current health & safety legislation, and ensure that all members of the venue team are trained in and comply with emergency and safety procedures.
- To ensure that the venue conforms with, and exceeds, accessibility and health and safety requirements and to recognise and suggest opportunities for improvement. Work closely with the management team to develop and implement risk assessments for the building and the productions.
- To Deputise for other members of the management team, where necessary, and carry out any other reasonable duties in line with the post as may be required from time to time.

Person Specification

About you

This role requires an understanding of grassroots music and other art forms or a willingness to learn more about the genres we promote. More important is a sound knowledge of good practice in event management.

We are looking for someone who has:

- An ability to multitask and remain calm in stressful situations.
- Sound knowledge of safety measures and risk management strategies.
- Great interpersonal and communication abilities including effective written and verbal skills and the ability to adapt communication styles accordingly.
- Exceptional organisational and time management skills.
- Strong negotiation skills and leadership abilities.
- Willingness to periodically work long hours and on weekends and holidays.
- An ability to anticipate all logistics and requirements for events.
- Sound financial and resource management skills to ensure events are run efficiently with robust control processes.
- A strong commitment and passion for The Tin's vision, goals and programme.

Experience

- Prior experience of venue and/or event management, particularly within the music sector.
- The effective management of staff, including the planning of rotas, staff induction, training, and routine supervision.
- The management of a bar including stock control, compliance with licence conditions, excellent customer care, and effective staff management.
- You will be proficient in Microsoft Office packages and generally IT savvy.
- Ideally you will be a Personal Licence holder or will be willing to train and gain your licence.

Interests

A keen interest in live performance, particularly music but also other art forms including, for example, film, drama, and the visual arts.

Qualifications

No formal qualifications are required but good numeracy and communication skills are essential.

Working Arrangements and Conditions

This role is initially funded for a two-year period with the possibility of extension at the end of the period.

You will be a member of the Tin's Management Team together with the Director, the Operations Manager, and the Marketing Manager.

Hours: 37hrs per week worked flexibly to manage the role and responsibilities effectively.

Flexibility The Tin would seek to be flexible about working arrangements so long as the job requirements are delivered effectively and efficiently.

Salary: £22,000 per annum paid monthly on the last Friday of each month

Holiday: 28 days per year

Pension: The Tin complies with the relevant legal requirements and currently is contracted with NEST (the National Employment Savings Trust) pension scheme.

Sick Pay: The Tin complies with the governments statutory sick pay (SSP)



Refurbished Live Room – The Coal Vaults

How to Apply

We want you to have the opportunity to really tell us about yourself and explain to us why this position is right for you in whatever way feels most appropriate to you. All applications will be judged on content not on format.

The Tin's Inclusion and Equity Policy sets out our commitment to the promotion of inclusion and equity in all aspects of The Tin Music and Arts. This goes beyond the legal duty and we are committed to taking all steps possible to ensure that all disadvantaged groups feel included, safe, and respected in any contact with our organization, our trustees, or our staff. We will work to ensure that our Board, our staff, and our activities are as inclusive as possible and seen to be so. The use of the term "Equity" demonstrates a commitment to fairness rather than an "equality of opportunity". These principles will be applied throughout the recruitment process and are integral to the Tin's on-going approach to managing and engaging with all members of the team.

Option 1: Fill out the Tin Music and Arts application form available to download from the charity's website <https://thetinmusicandarts.org.uk/about-work-with-us>

Option 2: Send one of the following, alongside a basic CV:

- A personal statement (500 words max)
- Presentation - Keynote or PowerPoint
- Short video or sound file (5 minutes max)

All applications should address the following subjects and questions: -

- Tell us a little about yourself and why this position interests you.
- Tell us what experiences you have had that mean you meet the person specification and have the abilities needed to deliver the job description, include practical examples
- What would you be bringing to this role?
- Do you have any qualifications you want to tell us about?

To apply for the post please send a completed equal opportunity monitoring form along with your application.

If you are applying in writing, please send your application via email along with your equal opportunities form to sarah@thetinmusicandarts.org.uk with Venue Manager Application in the subject line.

You can upload a video or sound file with your equal opportunities form and CV to us using the We Transfer service <https://wetransfer.com/> – when using this service please send your file to sarah@thetinmusicandarts.org.uk with Venue Manager Application in the subject line.

If you require any reasonable adjustments to this process, please let us know as we are more than happy to adapt how we recruit for people who might have disabilities or who are neurodiverse.
(sarah@thetinmusicandarts.org.uk)

Alternatively, you may post your application to:

The Tin Music and Arts, Units 1 - 4, The Canal Basin, CV1 4LY