



**Dovecot  
Studios**

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## **Job Description: Events Venue Manager Dovecot Studios Ltd**

<b>Location:</b>	<b>Edinburgh</b>
<b>Salary:</b>	<b>£24k - £26k</b>
<b>Reports to:</b>	<b>Head of Commercial &amp; Operations</b>
<b>Full time:</b>	<b>40 hours per week excluding breaks</b>
<b>Days:</b>	<b>5 days out of 7 with evenings and weekends as required</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Pension:</b>	<b>Dovecot operates a group pension scheme</b>
<b>Annual Holidays:</b>	<b>28 days + 9 bank holidays</b>
<b>Additional:</b>	<b>Staff discount on retail 20%</b>

### **Location**

Dovecot is a world-renowned Tapestry Studio, events venue and tourist attraction featuring art exhibitions, retail and café, within the heart of Edinburgh's City Centre.

### **The Role**

Your role is to run all venue hire events at Dovecot and to ensure the venue and its facilities are kept to the highest standards. Working alongside the Event Operations Manager, you will manage delivery of events within the venue including meetings, conferences, weddings, and Dovecot exhibition press and private views. You will have day-to-day responsibility to ensure that the premises are presented to excellent standards in décor, and meet legislative requirements to provide a safe and secure space for all Dovecot's customers and staff.

The Events Venue Manager is a front-facing role: delivering the requirements for all bookings, ensuring clients' needs are met and being proactive to identify and report building faults and improvements. The postholder reports to the Head of Commercial & Operations with input and advice from the Buildings & Facilities Manager on facilities, operations and maintenance.

### **MAIN DUTIES AND RESPONSIBILITIES**

To maximise use and occupancy of the spaces within Dovecot, ensuring these are best quality and safe whilst ensuring a smooth, first-class venue hire and event delivery service. The post holder is required to work flexibly to ensure business needs are met, across a seven-day week, with evening and weekend work. Dovecot is primarily closed on a Sunday- opening for events such as Edinburgh Festival or other private venue hire events. This role will require some level of manual handling, for example moving tables and chairs to achieve room set-ups, as well as a knowledge of technical equipment.

### **Events**

- Liaise with the Events Operations Manager from the point of confirmed booking, throughout the event and post event feedback.
- Setting up, attendance at and delivery of events, with an ability to work flexibly to cover evenings and weekends
- Act as a Duty Manager when required.



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- Consult job sheets and enact on instructions for events, including set-up and de-rig of spaces.
- Set up internal AV equipment and liaise with external technical advisors.
- Check all equipment is functioning in the events areas.
- Liaise closely, and negotiate, with all external suppliers including contract caterers, to provide a high standard of service to all clients.
- Increase repeat bookings at Dovecot through excellent customer service to meet or exceed annual room hire and ancillary income targets.
- Complete risk assessments for all events and hire spaces within Dovecot, these to be reviewed annually.
- Work closely with the wider Dovecot team to develop and deliver in-house events in line with Dovecot's sales strategy.

### **Buildings & Facilities**

- Ensure completion of works projects for décor, maintenance, health and safety requirements in liaison with the Buildings and Facilities Manager.
- Oversee sub-contracted workers in delivery of these projects, ensuring works are completed on time and within agreed budgets.
- Ensure that the building facilities are maintained to the highest standards, that faults (e.g. electrical or plumbing) are immediately reported, taking the initiative to effect emergency repairs as required.
- Reporting on the maintenance of furnishings, furniture and décor with a view to supporting the Buildings & Facilities Manager in preparing budgets.
- Ensuring that all practises relevant to Health and Safety legislation are kept up to date, regularly recorded and reported when issues arise.
- Ensure cleaners receive clear guidance on general cleanliness and requirements before and following events.
- Ensuring rooms and the overall building is secure as per operational requirements.
- Deliver all other building and facilities projects as directed.

### **General**

- Keep Dovecot office and public spaces clean, tidy and safe at all times.
- Flexible working, usual hours 9am-6pm. Will require weekend and evening work.
- Undertake such other duties as may be reasonably required to ensure the smooth operation of Dovecot.

This job description sets out the key responsibilities and tasks of the post and is not exhaustive. It may alter with the changing needs of Dovecot. This job description may be reviewed and updated annually.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. As part of our equal opportunities monitoring process we will email all applicants an equal opportunities form to complete and return.



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<b>Person Specification</b>		
	<b>Essential</b>	<b>Desirable</b>
Experience	Two or more years' experience in events management / delivery. Knowledge of building facility management.	Project delivery experience. Experience in cultural / arts buildings
Skills/Abilities	Excellent customer service skills. Excellent people management, project management, administrative and organisational skills. Proven ability to deliver events and experiences. Problem solving. Self-motivated with excellent time management and administrative skills. The ability to work quickly and accurately under pressure and to meet deadlines. Exceptional verbal and written communication skills, with negotiation ability.	Computer assisted design and drawing skills to create electronic venue diagrams and room set ups.
Knowledge	An understanding of Security and Health & Safety regulations and procedures. Microsoft Office including Word, Excel, Outlook. Commitment to equality and diversity.	A knowledge of modern art, craft and design. Understanding of suppliers and Edinburgh events industry.
Qualifications and Professional training	Educated to higher level in a relevant subject, or equivalent experience.	First aid and/or health and safety trained. IOSH trained. Scottish Personal Licence holder.
Other requirements	A flexible and adaptable approach to working hours that will include evening and weekend work. UK residency and work permit	Good business acumen with a creative and commercial outlook.