



# EVENTS AND HIRES MANAGER

<b>JOB TITLE</b>	Hires and Events Manager	<b>WORKING DAYS</b>	Monday to Friday
<b>DEPARTMENT</b>	Audience Development	<b>WORKING HOURS</b>	0900 – 1700
<b>SALARY BANDING</b>	£22,500 – £24,500	<b>LOCATION</b>	Office Based
<b>CONTRACT TYPE</b>	Full Time	<b>REPORTS TO</b>	General Manager

## ABOUT THE MONTGOMERY

Affectionately known to all as The Monty, we have a clear goal of being Yorkshire's leading theatre and arts centre for children and young people. Our building is currently undergoing an important redevelopment to improve accessibility for all users. The Monty is entering a new phase focussed on being a vibrant and culturally diverse theatre dedicated to providing exceptional artistic experiences for families and young people. We are committed to nurturing the talents and creativity of young individuals in our community through our Youth Programmes such as the Youth Theatre of Sanctuary with Stand and Be Counted Theatre, Monty Makers, Monty on the Move, Schools Festival and Mini Mig Mat. We are always expanding our programmes alongside how the Monty is well used and loved by many community groups and organisations across Sheffield.



## POSITION OVERVIEW

The Events and Hire Manager is a new role for The Monty. The main purpose of this role is to ensure the spaces at The Montgomery are hired when they are available, and that all events are delivered to a high standard. This position will be the first point of call for hirers managing a wide range of events across the building. We see this role as a crucial element in planning, coordinating, and executing various events as well as administering the hiring of the venue. This position requires a dynamic individual who is highly organised, creative, and customer focused. The Hires and Events Manager is responsible for ensuring that all events run smoothly, information is well communicated across departments and that potential gaps in the building schedule are filled.

## KEY RESPONSIBILITIES

### EVENT PLANNING AND COORDINATION

- Act as the main point of communication for hirers
- Lead on all phone and email correspondence regarding potential and ongoing hires
- Conduct building tours and meetings with potential hirers
- Develop administrative systems to record all hires and events and accurately record amendments to hires
- Manage all logistical aspects, including scheduling and feed information into the necessary staffing of events
- Attend weekly operation meetings and have key knowledge to inform necessary preparations
- Collaborate with internal teams and external hirers/companies to ensure the successful execution of events
- Ensure that all events are delivered to a high standard and customers are satisfied with their hires
- Work with Community Companies to ensure compliance with the terms of agreements
- Contribute to marketing efforts when dealing with a booking and ensure assets are passed on to Marketing
- Administrate and coordinate certain programming elements and other hires-based initiatives such as Schools' Fest
- Work alongside Marketing to increase strategy for attracting more hires



### EVENT MANAGEMENT

- Create detailed Event Management Plans and handover documents for Front of House Team
- Take feedback of Show Reports and adjust week long hires
- Daily check in with visiting companies to ensure capture of complaints
- Pass on any tasks that need completing to tech and FOH teams from check ins with Visiting Companies
- Occasionally attend weeknight/weekend events to collect feedback and report back in subsequent meetings

### FINANCE AND BUDGETING

- Seek out new leads and find new business for The Monty
- Invoice and chase payments for monthly hirers, ensuring invoices are issued and paid promptly using QuickBooks
- Ensure correct hire rates are recorded to assist the finance team with necessary information
- Produce Sales Reports
- Contribute for forecasting and help predict gaps in the hires schedule

### DATA ANALYSIS AND REPORTING

- Track and measure the success of events through a system created with the General Manager
- Analyse hiring data to identify areas for improvement and make decisions
- Prepare regular reports for management on events and produce financial data from hires to inform strategy
- To work closely with the Senior Management team to achieve business objectives and maximise commercial profit





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## PERSON SPECIFICATION

### MANDATORY

- Efficient organiser with strong prioritisation skills
- Ability to utilise software packages such as Microsoft Word, Excel and Outlook
- Pro-active methodical and accountable decision maker
- Budget management experience with a level of financial responsibility
- Attention to detail and enjoys implementing and maintaining systems with accuracy
- Confident communicator in person and on the phone
- Ability to prioritise and adapt based on data collection methods
- Excellent digital communicator with ability to manage high volume of email correspondence
- Strong negotiation skills
- Ability to be corporate minded with regards to sales
- A positive can-do attitude and shares the company's mission, vision and values
- Record keeping, budget management and customer service experience
- Ability to work calmly under pressure and consistently to high standards
- A flexible and open communication style with excellent interpersonal skills
- Proficiency in Microsoft Office Suite
- Ability to work evenings and weekends where necessary to deliver an event
- Commitment to promoting equal opportunities and cultural diversity

### DESIRABLE

- Team Leadership
- Understanding of theatre and the wider arts world
- Experience of delivering events in a corporate/ hospitality setting
- Worked with Outlook/ Sharepoint and QuickBooks
- Knowledge and experience of diary management and room booking systems

## HOW TO APPLY

<b>HOW TO APPLY</b>	Submit your CV, Questions for Applicants and Diversity Monitoring Form to <a href="mailto:recruitment@themontgomery.org.uk">recruitment@themontgomery.org.uk</a> with the subject line "Events and Hires Manager Application – [Your Name]"
<b>APPLICATION DEADLINE</b>	Monday 13th November – 09:00
<b>CALL TO INTERVIEW</b>	Tuesday 14th November
<b>FIRST ROUND OF INTERVIEWS</b>	Monday 20th November (in person at Lyceum Theatre)
<b>APPOINTMENTS</b>	By Friday 24th November
<b>FURTHER INFO</b>	<ul style="list-style-type: none"><li>• Second round of interviews will only happen if necessary and will be over the phone/ on video call</li><li>• The ideal candidate will be free to start work on or before 8th January</li></ul>

Please note as this is a predominantly building based role, candidates must live within a commutable distance of the where the position is located

The Montgomery Theatre and Arts Centre is an equal opportunity employer, and we encourage candidates from all backgrounds and experiences to apply

We are committed to fostering a diverse and inclusive workplace where all employees feel valued and respected