

## **Venue Booking Manager – Voluntary Role**

Save Our Shropshire are delivering a series of workshops across Telford and Wrekin in 2023 in village halls, community centres and similar locations. We need a volunteer to support this activity

We are looking for an organized venue manager to handle the operations, maintenance, and bookings for venues which we will use for our workshops. In this role, you will be required to enquire about venues, secure bookings, liaise with local managers of venues, and coordinate the logistics of events.

To be a successful venue manager, you should demonstrate experience in managing a similar administrative role. Our venue manager will be able to anticipate all logistics and event requirements for events and show good organizational and interpersonal skills and ensure that we deliver our workshops successfully at the right venues, with the right equipment at the right time.

### **Venue Manager Responsibilities:**

- Ensuring that the venue and facilities are the suitable locations for us to deliver – using Laptops and screens – to around 25/30 people at a time
- Managing all bookings for events and liaising with the location managers to provide the right facilities for a 3 to 4 hour session (tables/chairs etc.)
- Enquire about pricing, negotiate rates and manage the contracts with the venues.
- Scheduling and coordinating the rental of sound equipment, furniture, and other venue equipment, where required
- Promoting the location and events through a variety of marketing channels such as social media.
- Supervising the operations of events and tending to any incidents or queries.
- Managing all administrative tasks such as booking schedules, and venue's invoicing arrangements

### **Ideal Venue Manager Requirements:**

- Bachelor's degree in events management, hospitality, or similar preferred.
- A minimum of 2 years experience as a venue or event manager/organiser
- Ability to multitask and remain calm in stressful situations.
- Excellent promotional ability and knowledge of marketing channels and techniques.
- Sound knowledge of safety measures and risk management strategies.
- Great interpersonal and communication abilities.
- Exceptional organizational and time management skills.
- Strong negotiation skills and leadership abilities.