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JOB ROLE – SENIOR EVENTS MANAGER

**ABOUT TRAFALGAR ENTERTAINMENT(TE)**

Co-founded by Sir Howard Panter and Dame Rosemary Squire in 2017, Trafalgar Entertainment is a premium international live entertainment business focussed on new productions, venue ownership, Performing Arts education, theatre ticketing, the distribution of live-streaming innovative content and the provision of great theatres where people can come together to share in the experience of live entertainment. TE is home to Trafalgar Theatres, The Chiswick Cinema, Trafalgar Theatre Productions, Trafalgar Releasing, Trafalgar Tickets, Stagecoach Performing Arts, Drama Kids/Helen O’Grady Drama Academy, ticketing company London Theatre Direct, Stagedoor, Jonathan Church Theatre Productions, and Imagine Theatre.

**ABOUT TRAFALGAR THEATRES**

**Trafalgar Theatres** is the venue-operating division of TE.  We currently operate 16 venues, including 14 in the UK regions: the Trafalgar Theatre in London’s West End and the Theatre Royal in Sydney.  We’re growing fast, we’re confident in what we do, and we’re ambitious about the future.

We are passionate about entertainment, audiences, and the live experience, and we value **Creativity, Collaboration, Excellence, and Respect.**

**ABOUT BRADFORD LIVE**

**Be part of a unique venues’ team in this reimagined live entertainment and events space at the heart of Bradford’s City Centre. Originally opened in 1930 the building has now been fully renovated to bring it back to its former glory as a cultural hub for the city, wider West Yorkshire area and beyond.**

**Our auditorium can accommodate over 3,500 fans for larger concerts and house more than 3,000 guests in our fully seated configuration. We also have the beautifully restored Ballroom and other ancillary spaces to host events all year round.**

**ABOUT THIS ROLE**

The post holder will be responsible for planning and delivering the entertainment, conference and private events business at Bradford Live with the Operations Team. Thorough understanding of the events planning and delivery process for the entertainment market and its key clients is essential to the role. The post holder will foster a range of relationships and use their knowledge and expertise to effectively build and execute a first-class event function. The post holder will work with colleagues to create and deliver attractive events and cement Bradford Live at the heart of entertainment, corporate and community events within Bradford and beyond.

This is an operational, hands-on post which will also act as a Duty Manager as required with responsibility for the safety of over 3,500 guests in the venue.

ABOUT YOU

A motivated, engaging, and dynamic leader you will have experience in leading teams and events to success in a venue or live entertainment setting.  Commercially savvy, resilient, and entrepreneurial with a wide knowledge of the sector (plus a passion for the business) - you will be energetic, proactive, results-focused and creative in your approach.

 With an innate ability to work smartly to achieve your goals; you will also be adept at supporting the development of others through performance management of performance, appraisal, and training. You will be excellent at forming positive working relationships – whether external contacts, producers, and promote with external contacts, producers, and you will be excellent at forming positive working relationships – whether external contacts, producers, and promote with external contacts, producers, and promoters, colleagues elsewhere in the company or members of the senior team.

  KEY RESPONSIBILITIES

* Oversee the planning for all Bradford Live events to ensure they are delivered to the highest possible standard by the team.
* Managing the venue security contractor, first aid provider and any other event related contractors to ensure the correct resources are provided and meet service level agreement for the venue.
* In conjunction with the Head of Operations managing the casual operations team to fulfil safety, customer service and merchandising functions.
* Provide effective leadership to the Event Managers at Bradford Live, through coaching, 1-1s and appraisals. Managing, supporting, and motivating them to ensure the consistent delivery of excellent customer service.
* Advance events with clients and promoters to ensure a seamless and fantastic client service is at the core of departments objectives.
* Liaise with technical staff to ensure timely and correct setup and delivery of operation aspects of events including lights, sound, staging etc.
* Where required, proactively promote, sell and facilitate show-rounds for spaces to deliver increased sales and events to new and existing customers and corporate clients.
* Act as Duty Manager for the building on a rota basis, working evenings, weekends and bank holidays.
* As part of the Duty Management team, you will be the nominated First Aider and be required to deal with any accidents or incidents that occur, ensuring that they are accurately recorded and followed up if required.
* To support the administration of events from the contract stage through to financial settlement and customer feedback.
* With the team ensure all areas and their décor are maintained to a high, appealing standard and that all equipment is kept in good order.
* Draw CAD plans for events working closely with promoters to satisfy both commercial and safety requirements.
* With other management colleagues, contribute as required by the Head of Operations to the formulation of the Bradford Live business plans and budgets and the setting of annual and periodic financial and service targets and objectives for the team.
* To understand and have a working knowledge of all current Health and Safety legislation, licensing regulations and applicable Approved Codes of Practices and to be conversant with the rules contained therein.
* In collaboration with the Venue Director and Venue Administrator, assist with recruitment and onboarding of relevant team members, to always attract and engage the best available talent.

The post holder with carry out any other duties as appropriate to the post and as requested by the Head of Operations and Venue Director.

Trafalgar Entertainment is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are curious, courageous, and ambitious, empowering people to challenge and innovate in pursuit of excellence.