

JOB DESCRIPTION & PERSON SPECIFICATION

Job Description

KEY INFORMATION

Role Title	Deputy Events Manager
Reports to	Events Manager
Hours	24hrs per week - flexible dependant on events
Contract	Permanent
Annual Leave	15 days (25 days FTE)
Salary	£17,397pa (£29,000 FTE)
Location	Bradford Live

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 21 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. There's never been a better time to get onboard.

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

We are seeking a highly motivated and proactive Deputy Events Manager to join our Events Management team at Bradford Live. In this dynamic role, you will play a key part in the planning and delivery of a wide range of events. Responsibilities will span all aspects of event management, including administration, advancing, overseeing event set-up and de-rig, liaising with artists, clients and promoters, and leading on small to medium scale events.

JOB ROLE

KEY RESPONSIBILITIES

- Support the Events Manager with day-to-day event administration, including staffing and resource bookings, schedule creation, and preparation of event documentation.
- Lead on small-scale corporate events and conferences, working with clients from concept through to delivery.
- Be the designated Duty Manager on small to medium scale events.
- Supervise event set-up and de-rig, ensuring all teams work efficiently, safely, and in line with agreed plans.
- Act as artist, client, and promoter liaison during large-scale events, providing excellent service and overseeing backstage operations.
- Assist with emergency procedures, including building evacuation, in line with venue policies.
- Support the Events Manager in ensuring the health and safety of staff and the public during events.
- Supervise and support casual staff during events, acting as a first point of contact for guidance, advice, and on-shift training.
- Help ensure outstanding customer service and a positive experience for all visitors.
- Assist with stock and merchandise preparation, and compliance with licensing requirements.
- Contribute to maintaining high presentation standards across front-of-house, sales, and bar areas.
- Actively promote and uphold the organisation's commitment to equality, diversity, and inclusion.
- Take responsibility for your own health and safety and support a safe working environment for colleagues and visitors.

- Undertake relevant training and development to support ongoing growth in the role.
- Carry out other reasonable duties as required, in line with your skills, experience, and the needs of the organisation.

ABOUT YOU

We are looking for individuals that can work as part of a team and individually to achieve and deliver our values: creativity collaboration, excellence, and respect.

Your Experience

- Strong organisational and administrative skills, with the ability to manage and prioritise time-critical tasks.
- Experience in the events industry, ideally within the corporate and hospitality sectors.
- Previous experience in an artist liaison role, or a comparable position.
- Previous experience working on small to medium scale events, ideally within a venue space.
- Proven ability to work effectively with external clients, delivering a high standard of service and support.
- Experience supervising teams, ideally within a public-facing environment.
- Skilled in problem-solving, with a proactive and positive approach.
- A strong customer service focus, with a genuine commitment to delivering an excellent experience every time.
- A First Aid qualification is desirable but not essential.

Key Attributes

- Passion for the events industry with ambition and drive to learn and develop.
- Exceptional attention to detail across written, numerical, and verbal communication.
- Strong organisational skills with the ability to prioritise time-critical tasks.
- Flexible and adaptable, remaining calm and effective under pressure.
- Proactive problem-solving approach with a positive, “can-do” attitude.
- Strong communication and listening skills, with the ability to build positive relationships with colleagues, stakeholders, clients, and the public.
- A team player with a collaborative spirit and willingness to support others.
- Professional, presentable, and approachable manner, setting a positive example for peers.
- Understanding of health and safety practices (IOSH Working Safely desirable but not essential).
- Willingness to work flexible hours, including early mornings, evenings, weekends, and bank holidays.

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities.

Trafalgar Entertainment is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We welcome applications from people in groups where we are under-represented, for example people with disabilities, from minority ethnic groups, older returners and people who are neurodivergent.

We are curious, courageous and ambitious, empowering people to challenge and innovate in pursuit of excellence.