

Axminster Town Council – Guildhall vacancy (May 2025)

Role:	Guest and Event Coordinator (working at Guildhall)
Hours per week:	15 hrs. (0.40 FTE)
Rate of Pay:	£13.26 per hour plus benefits/pension (LGPS terms)
Shift hours:	Subject to agreement / requirements of the venue.
Reporting to:	Guildhall Manager

JOB DESCRIPTION

Under the direction of the Guildhall Manager, to undertake the following duties:

1. To be primarily responsible for the management and supervision of the venue 'Front of House' activity before, during and after scheduled events; to provide the main point of contact for performers, acts, hirers and guests before, during and after events.
2. To inspect the venue (including dressing rooms) before, during and after events/hires to ensure readiness for the service of guests and performers.
3. To act as the primary point of contact for health & safety / fire safety during events under the direction and supervision of the Guildhall Manager.
4. To ensure that Guildhall equipment and chattels (such as chairs, tables etc) are in good order, are clean and are in their proper position ready for event service; and to ensure that event space is cleaned and tidied after scheduled performances/events.
5. To assist Guildhall Manager with the promotion and publicity of events and performances, and to assist with the sale of tickets via booking office and online portal.
6. To ensure that the dressing rooms are cleaned and prepared prior to events & performances in accordance with any performer 'riders' in liaison with the Guildhall Manager; similarly, to ensure that the dressing rooms are cleared and cleaned after such events.
7. To ensure that the Volunteer Team App is maintained, updated and checked on a regular basis and that sufficient staffing resource has been allocated for each event.
8. To assist the Guildhall Manager with the cashing-up / accounting after an event to reconcile with the computerised till receipts/records.
9. To assist the Guildhall Manager with the training of Front of House staff and volunteers in matters relating to the operation and supervision of the Guildhall venue.
10. To carry out any other duties such as repairs, decorating, cleaning, maintenance, event preparation as may be reasonably requested within a venue of this kind. *
11. To work flexibly including late evenings and weekends as required by event schedule.
12. To provide shift cover for (or with) the Guildhall manager and other Guildhall employees.
13. To complete such paperwork, timesheets etc as may be reasonably required by the Council, including (but not limited to) health & safety documents, rotas, stock control data, booking forms etc.
14. To support Guildhall hirers, users, performers and guests in their use of the Guildhall premises.
15. To act as the primary point of contact for Door Supervision (SIA) contractors and employees as and when events/performances require such security provision.
16. Where required, to assist with technical support to hirers (e.g. microphones and projection equipment etc.).

**** This role may change over time as the Guildhall venue becomes busier, and as the needs of the business/venue/Council evolve due to factors sometimes beyond our control. The successful candidate will understand that the requirement to remain flexible as the role changes is a key part of the recruitment process.***