



**POST TITLE : The Drill Hall Chepstow Bookings Manager/Caretaker**

**SALARY: £8.75 per hour**

**HOURS: 20 hours per week flexible**

**LOCATION: The Drill Hall, Lower Church Street, Chepstow, NP16 5HJ**

**SPECIAL CONDITIONS: Evening and weekend working required**

**RESPONSIBLE TO : The Drill Hall Management Committee**

The Drill Hall Chepstow is looking for a bookings manager/caretaker, the Hall is a community and arts venue available for private and commercial hire managed by a volunteer management committee on behalf of Chepstow Town Council. The Hall is used by local clubs and societies amateur and professional theatre groups, one-off events, markets, craft fairs, book talks, concerts, wedding receptions etc. The management committee promote community cinema including satellite live broadcasts.

The successful candidate will have good administration skills to organise and maintain the bookings schedule, the interpersonal skills to work harmoniously with the management committee and the individuals and groups who hire the Hall. The physical strength to undertake regular resetting of the furniture, an understanding of the operation of audio-visual equipment, DIY skills for minor repairs and enthusiasm for working with a wide range of people within the community to provide a clean, attractive, functioning, efficient, open and accessible venue for a remarkable range of community, commercial and private activities.

The Hall is well established in the way that it runs. Training will be provided in all the established systems and procedures.

**If you have any specific queries regarding the post please contact:**

Ned Heywood, Chairman of the Drill Hall Management Committee 01291 624836 or Lucy Allen, Town Clerk 01291 626370

**Closing Date: Friday 22<sup>nd</sup> February 2019**

Application forms can be obtained from: Chepstow Town Council 01291 626370 or [admin@chepstow.co.uk](mailto:admin@chepstow.co.uk)

Completed paper application forms should be returned to the following address:-

Chepstow Town Council  
Gatehouse  
High Street  
NP16 5LH