

POST TITLE : The Drill Hall Chepstow Bookings manager/caretaker

SALARY: £8.91 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 for monthly meetings, amateur and professional theatre groups for productions, one-off events such as markets, craft fairs, food and drink festivals, book talks, concerts, wedding receptions, private parties etc. The management committee promote community cinema including satellite live broadcasts from the National Theatre, Royal Opera house and Bolshoi Ballet.

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 to match the requirements of each booking. Computer literacy to manage the bookings system. An understanding of the operation of audiovisual equipment. DIY skills for minor repairs. And enthusiasm for working with a wide range of individuals and groups 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 and the retiring caretaker has been in post for 11 years. 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:

Application forms can be obtained from: Chepstow Town Council 01291 626370 or
lucyallen@chepstow.co.uk

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

Chepstow Town Council
Gatehouse
High Street
Chepstow

JOB DESCRIPTION

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RESPONSIBLE TO **The Drill Hall Management Committee**

JOB PURPOSE

1. Working with the volunteer management committee to facilitate the provision of a community and arts venue for Chepstow and surrounding area. To maintain the courteous, efficient and effective booking service to accommodate the use by individuals, community groups and commercial organisations of the Drill Hall Chepstow.
2. To ensure that the hall is properly prepared and equipped for the individual requirements of each event.
3. To maintain and improve the facilities of the hall.

Key Responsibilities and Duties

- (a) To maintain the booking system working with hirers and the Drill Hall management committee.
- (b) To respond quickly, courteously and positively to all requests for information or bookings for the hall.
- (c) To show potential hirers the facilities and discuss with them their requirements.
- (d) To prepare and dispatch invoices to hirers
- (e) To regularly circulate Drill Hall booking schedule to the committee and user email list
- (f) To prepare the venue for each booking, organising and setting up equipment appropriately.
- (g) To regularly clean all parts of the building.

- (h) To ensure the building and the immediate surrounding is clean, tidy and safe for every event or hiring.
- (i) To ensure the appropriate disposal of all waste and recycling
- (j) To open and close the venue for each hiring or event or agree to delegate to a responsible management committee member or the occasional assistant caretaker.
- (k) To work with the occasional assistant caretaker and responsible volunteers to ensure that the access and equipment requirements of all events are met.
- (l) Work with the hirer/user at event, face to face, providing efficient, helpful and friendly service to all users.
- (m) Ensure venue and equipment are in full working order.
- (n) To undertake regular testing of fire alarm system, as required.
- (o) Identify & notify repairs/maintenance issues to building and equipment, and supplies and stores replacements required
- (p) Undertake minor maintenance as appropriate
- (q) Maintain accessible and organised stores
- (r) Ensure health & safety and other legal requirements complied with for every use, including maintenance of clear fire exits at all times.
- (s) Give access to contractors
- (t) Assist volunteers with any tasks undertaken in association with facilities and stores
- (u) Keyholder with associated responsibilities including answering alarm calls.
- (v) To attend and participate in management committee meetings as required.

PERSON SPECIFICATION

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Experience

1. To be competent in the use of email
2. Experience of, or preparedness to learn about, computer database systems.
3. Experience of, or preparedness to learn about, audiovisual equipment including data projection and sound systems.
4. Basic DIY experience including painting and decorating and minor maintenance.

Ability, Skills and Knowledge

5. Ability to listen to the requirements of hirers, private, community and commercial and respond positively to reasonable requirements for their use of the venue.
6. Preparedness to undertake all of the tasks necessary to maintain a clean, safe and hygienic community venue.
7. Good administration skills and accurate record keeping with keen attention to detail.
8. Competency with IT databases
9. Physical strength and good physical health
10. Ability to work safely at the top of tall ladders to undertake movement of stage lighting etc.
11. Ability to work positively with members of the management committee to maintain and improve the functioning, environment and appearance of the Drill Hall.
12. Basic DIY skills.
13. Good time management skills
14. Well-developed verbal communication skills.
15. Ability to work as part of a small team, as well as independently.
16. Ability, and the willingness, to work when necessary, including evenings, weekends and bank holidays.

17. To live within walking or cycling distance of the Drill Hall or ability to drive and possess, or have access to, a suitable vehicle.

Personal Style and Behaviour

18. Good relationship building skills and ability to work with a wide range of personalities and people from different backgrounds.
19. Personal and professional conduct
20. Credibility that engages and commands the confidence, trust and respect of others.
21. An enthusiasm for community, entertainment culture or the arts
22. Commitment to the values and objectives of public service.