



Events & Venue Hire Manager, Middleport Pottery

Stoke-on-Trent

Up to £28000 per year (dependent on experience)

Permanent, Full-time

Introduction

Re-Form Heritage are a growing charity in the UK's exciting heritage sector. We are looking for a dynamic Events Manager who can hit the ground running to develop and deliver our events and venue hire programme at our Middleport Pottery site. This Grade II*-listed heritage attraction is the last continuously operating Victorian pottery in Stoke-on-Trent, and one of the city's most iconic pottery sites. This is an exciting opportunity to strengthen and develop an existing events and venue hire offer at an important heritage attraction, and we are open to applications from both individuals looking to take the next career step and experienced events managers looking for a new challenge. The post will be line-managed by the Head of Middleport Pottery Operations & Engagement.

Re-Form Heritage delivers a year-round events and venue hire programme at Middleport Pottery attraction. You will play a key role in developing and managing an engaging, relevant, and sustainable events programme (building on the existing programme), and also raising revenue through promoting and managing our venue hire offer.

As Events & Venue Hire Manager You Will:

- Build on the success of the existing events programme to deliver a robust events programme across the calendar year.
- Develop and deliver new internally managed events
- Build strong relationships with partners who deliver externally managed events
- Build on the success of the venue hire offer through relationship building and promotion of the offer with relevant organisations
- Work alongside other staff to ensure successful planning, delivery, and evaluation of events and venue hire in line with the charity's strategic and financial goals
- Support the Weddings Manager with set up for on-site weddings
- Line manage a supporting coordinator role
- Other duties as may be appropriate

Given the nature of the role, some weekend and evening work may be necessary; this is balanced by time off in lieu.

JOB INFORMATION

Necessary Skills and Qualifications

- Excellent verbal and written communication skills
- Excellent organisational abilities and attention to detail
- Flexibility in planning and implementation
- An understanding of venue hire markets
- Ability to work calmly under pressure
- A demonstrable understanding of creative events programming
- Strong organisational self-starter skills
- Proven ability to deliver excellent customer service
- Proven ability to manage projects and deliver to deadlines
- An ability to problem solve and address issues as they arise

Desirable Skills and Qualifications

- Degree in event delivery, heritage, tourism or related field.
- Experience of event delivery in the heritage sector.
- Knowledge and understanding of the heritage sector in England.
- Experience of managing budgets.
- Line management experience

Time: 37.5 hours per week

Salary:

Duration: Permanent contract

Location: Middleport Pottery, Stoke-on-Trent

How to Apply

Application is via submission of a cover letter (of no more than two pages) and CV.

Application deadline: **11th October 2024**

Please send applications and any queries to dave.poulsom@re-form.org

Please put 'Events & Venue Hire Manager' as the subject header of application and query e-mails.

About Re-Form Heritage

Re-Form Heritage revitalises communities through the regeneration of heritage buildings at risk of decay and demolition. The areas in which Re-Form Heritage works are impacted by deprivation, underinvestment, and inadequate infrastructure - places which will benefit most from the regeneration and growth we successfully deliver. The charity was appointed

as the Heritage Development Trust for Stoke in December 2023, and is currently actively identifying new regeneration opportunities in the city.

Office-based staff enjoy the opportunity to work at the Grade II*-listed Middleport Pottery on the banks of the Trent & Mersey Canal, the last continuously operating Victorian pottery factory in Stoke, and one of the most important industrial heritage sites in the west Midlands.

Re-Form Heritage particularly welcomes applications from Black, Asian, and other ethnic minority candidates, as these are all currently underrepresented on our staff.

For more information about our work and our sites, please visit our website: <https://re-form.org/>