

Walthamstow Trades Hall and Institute Limited

Person Specification – Venue Manager

	Essential or Desirable
KNOWLEDGE & EXPERIENCE	
A minimum of 5 years of experience of senior management of a club, theatre or similar venue	Essential
Demonstrable experience of managing a large community venue from end to end	Desirable
A good understanding of marketing and communications	Desirable
Managing and working with a variety of stakeholders	Essential
Competent IT skills and comfortable using Google suite and Microsoft office products	Essential
Experience of managing a team	Essential
Bookkeeping experience	Essential
Demonstrable Health and Safety knowledge and a working knowledge of Licensing and other legislation relevant to running a large community venue	Essential
Knowledge and understanding of employment policies, procedures and good practice	Essential
PERSONAL QUALITIES & SKILLS	
Strong organisational skills, including excellent planning and prioritisation skills	Essential
Excellent level of written and verbal communication skills	Essential
Ability to work autonomously with minimal supervision in a productive, creative and consistent way	Essential
Effective project management skills	Essential
A positive and confident mindset	Essential
Self-motivated and resourceful	Essential
High degree of numeracy, accuracy and attention to detail	Essential
A sound understanding of the requirements needed to deliver the highest level of customer service	Essential