

## **Bookings Coordinator**

Peoples Republic of Stokes Croft



[www.prsc.org.uk](http://www.prsc.org.uk)

### **Salary:**

£11.50 p/h

**Closing Date: 23:59 Sunday 20<sup>th</sup> October**

### **Contract Type:**

Permanent

### **Hours:**

Part Time

### **Hours:**

20 – worked flexibly over the week to include Wednesday mornings

### **Location:**

Bristol

### **Details of Role:**

#### **Job Description**

**The Space is the PRSC's very own affordable community venue. It is used for all sorts of events - art exhibitions, gigs, workshops, meetings, parties, drag cabarets, comedy nights and dance classes, to name a few! Alongside the Space, the PRSC also consists of a china decorating workshop and shop, screen printing studio, artist studios, radio studio mural wall and yard space. We provide services and support for vulnerable communities; distributing tents, sleeping bags, and magazines, running free art sessions and workshops, and hosting open exhibitions and events.**

**The PRSC Bookings Coordinator is one of the key roles at the centre of PRSC CIC Social Enterprise - responding to and managing events, emails and bookings enquiries and co-ordinating across work areas. We are horizontally structured and operate on peer-to-peer supervision – you will need to be confident in your ability to make good decisions about the operation of the venue unsupervised. The core goals of this role are to:**

- Manage venue bookings and facilities hire
- Supervising bar sales to ensure that the bar is stocked, staffed, profitable, hygienic and appropriately licensed.

- Manage the development and delivery of in-house events (such as People's Art Fair, People's Comedy etc)
- Support the organisation's financial sustainability by applying for relevant grants and promoting the Space to ensure required income.
- Uphold and promote all of PRSC's policies and procedures, particularly those relating to Equality, Diversity and Inclusion and Codes of Conduct.

*Administrative and Financial Management:*

- Manage departmental budget and monitor cash-flow
- Send and chase invoices, settle accounts, liaise with suppliers and customers
- Make and authorise payments in conjunction with our bookkeeper
- Provide financial information to directors

*Health and Safety:*

- Oversee Health and Safety of volunteers, bar staff and visitors and monitor our compliance with Health and Safety legal requirements and good practices
- Ensure the cleanliness and safety of the Space between hires, including reporting maintenance issues to the appropriate person
- Ensuring fire safety of the Space, checking fire alarms and ensuring that fire exits are kept clear and hazardous substances stored appropriately
- Managing lost property

*Communications:*

- Liaise with staff, suppliers and customers
- Support the PRSC team with internal communications
- Support events/hire with external promotion
- Engage with and welcome the local community to the PRSC
- Liaise with other staff to ensure safe and smooth running of events and facilities
- Work with the Digital Comms Manager to promote events and facilities hire via our website and newsletter

**No job description can be fully comprehensive and the job holder will be expected to carry out other activities that are broadly consistent with the above job description.**

## **Person Specification**

### **Skills & experience**

#### *Essential:*

- Experience of events work, ideally in a venue setting
- Experience of bar work, ideally at a supervisory level
- Excellent organisational and administrative skills
- Knowledge of spreadsheets, word processing and email
- A good understanding of basic book-keeping and financial management practices
- Knowledge of Health and Safety requirements for businesses, employers and events
- Knowledge of safeguarding and GDPR, or a willingness to learn
- Confidence and ability to manage own workload
- Good communication skills both in person and in writing
- Flexibility and an ability to respond quickly to a changing situation

#### *Desirable:*

- Experience of bookings administration
- Some experience of social media and Wordpress
- Experience of supporting volunteers or providing some volunteer supervision
- Experience of AV technicalities
- Experience of working in flat-structured / non-traditional workplaces or cooperatives
- Knowledge of the PRSC's core activities and values
- Personal License Holder

### **How to Apply:**

To apply please send us a CV with a cover letter explaining how you meet the person specification.

Email CV and cover letter to Benoit – benoit.bennett@prsc.org.uk - with **Bookings Job** in the subject line

or post to **Bookings Job**, People's Republic of Stokes Croft, 35 Jamaica Street, Bristol, BS2 8JP

### **Contact Person:**

Benoit Bennett

### **Contact Email:**

benoit.bennett@prsc.org.uk

**Contact Phone:**

01179444540

**Postal Address:**

35 Jamaica Street, Bristol, BS2 8JP