



DUTY MANAGER – VACANCY (2)

Left Bank Leeds is a multidisciplinary arts venue set in an amazing Grade II* listed former church building on Cardigan Rd in the LS6 - Burley/Hyde Park area of Leeds. Our mission is to preserve our amazing venue in order to inspire and empower our community via a sustainable programme of arts and events that promotes creativity, connection and wellbeing.

We run a variety of arts and events including gigs, exhibitions, markets, theatre, films and weddings.

Left Bank is run by a small team of staff and a board of trustees.

We are looking for an enthusiastic, proactive team leader to support our busy calendar of wedding bookings. This is a part-time role (approx. 2/3 shifts per month) and would suit someone who lives close to Left Bank and can commit to extensive weekend working.

Applicants must be over 18. Rate of pay is £8.50/hour.

JOB DESCRIPTION

- Overall responsibility for all wedding guests, vendors and staff whilst on duty
- Key holder responsibility for opening and/or closing the building for events
- Representing Left Bank Leeds to visitors, clients, suppliers and providing excellent service
- Managing any service problems/issues that may arise
- Supervising security and other event staff, and volunteers overseeing and delegating tasks to the team to ensure smooth running of events and planning for all tasks to be completed each shift by the events staff eg weekly/monthly cleaning
- Overseeing the running of the bar during events, including the preparation of reception drinks and providing clear communication to the team regarding any promotions/special requests
- Serving guests on the bar
- Coaching and training Bar and Events Staff
- Reporting to the Bar and Events Manager, supporting the execution of all applicable events
- Supporting with event set up where required
- Cash handling / using a till
- Always adhering to all company policies and procedures and licensing laws
- Ensuring health and safety requirements are observed and risk assessments adhered to

PERSON SPECIFICATION (Required skills and experience)

ESSENTIAL

- An understanding of the Left Bank ethos
- Supervisory experience of bar and events staff and/or volunteers
- Experience of working at weddings, and/or busy, formal events
- Enjoy the buzz of working busy events, especially weddings
- Experience of serving on a busy bar
- Experience of maintaining health and safety documentation and records
- Evidence of strong customer service experience
- Strong communication skills
- Ability to remain calm and respond proactively to unexpected events
- Flexible and reliable
- Strong eye for detail
- Good numerical skills and experience of cash handling

- Professional, 'can do' attitude
- Physically fit

DESIRABLE

- Health & Safety qualification
- First Aid qualification
- Food hygiene qualification
- Licensing/personal licence holder

Apply with CV and covering letter demonstrating how your experience fits the personal specification to Esme Lunken, esme@leftbankleeds.org.uk by noon on 9th February, 2018.

If you have any questions, please call Esme on 07553988698.

Interviews will be held on Wednesday 14th February, 2018 at Left Bank, Leeds.