# Context statement

Job title: Duty Manager - Events

Directorate/Service/Team: Environment and Wellbeing

## Organisation structure

Reporting to: Operations Manager

Responsibility for: The post holder will be responsible for the overall management of the events programme to include shows and Cinema, the postholder will be responsible for the marketing of the events programme to ensure all events/cinemas are meet the maximum capacity.

## Context of work

Set up an annual events programme, directly liaising with the show producers, taking the bookings and ensuring the event producers have all the working equipment required for the event.

Set up an annual Cinema programme, directly placing orders for the films and ensuring equipment is working prior to each showing.

Setting up a marketing programme for all the events and cinema within the set Budget.

Direct short term, medium term and long-term Management of the Theatre and associated areas, including maintenance, cleanliness and housekeeping.

To have the ability to manage and run the technical side of the shows.

To ensure that all events/Cinema adhere to statutory Health and Safety Guidelines.

Conduct intensive research into new shows/cinemas and have a strong understand of the community requirements and be able to deliver.

## Travel requirement

This role is primarily based at Verwood Hub with a requirement to travel to occasional meetings.

## Other information

The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.

There is a requirement for an enhanced DBS.

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| **Context statement prepared by:** | | | |
| Manager | Michelle Goodman | Date | 1 April 2025 |