

JOB DESCRIPTION & PERSON SPECIFICATION VENUE DIRECTOR: G LIVE

KEY INFORMATION

Role Title	Venue Director: G Live
Reports to	Group Commercial Director
Responsible for	Venue HODs
Hours	Full-time, 40hpw
Contract	Permanent
Annual Leave	25 days per annum
Salary & Benefits	£60 - £70k plus benefits

ABOUT US

We're a leading theatre and live-entertainment group with a national and international footprint.

Co-founded by Sir Howard Panter and Dame Rosemary Squire in 2017, Trafalgar Entertainment is a business focussed on bringing people together to share in the live experience; through new productions, through the operation of amazing theatre and live-event spaces and through distribution of live-streaming content. The group is home to Trafalgar Theatres, Trafalgar Theatre Productions, Trafalgar Releasing, Stagecoach Performing Arts, Helen O'Grady Drama Academy, London Theatre Direct, Jonathan Church Theatre Productions and Chiswick Cinema.

Part of Trafalgar Entertainment, Trafalgar Theatres currently operates 14 venues; including 12 in the UK regions; the Trafalgar Theatre in London's West End and the Theatre Royal in Sydney. We're growing fast and there's never been a better time to get onboard.

We're passionate about theatre, entertainment, audiences and the live experience.

We value **Creativity, Collaboration, Excellence** and **Respect**.

ABOUT G LIVE

Opened in 2011 G Live, Guildford is a landmark building. With inspirational architecture, light-filled foyers and a programme incorporating the best in live-music, big-name comedy, dance and classical, G Live is truly a venue for everyone.

On any given week the building morphs from rock-venue; to classical concert hall; to conference and exhibition space and back. With a main hall capacity of 1,031 seated (1,700 standing); plus numerous versatile spaces (including the 100-capacity Bellerby Studio) G Live is a vibrant, busy and exciting place to work.

ABOUT THIS ROLE

The Venue Director is crucial to the overall success of G Live. As the senior leader on site the post-holder is responsible for:

- Leading the wider team; ensuring all venue functions are optimised
- Focussing on the welcome for visiting producers, promoters and artists
- Representing the venue as a senior leader in the local community
- Positively driving ongoing commercial success across all areas of the business
- Delivering and mobilising the company's vision, mission and values
- Liaising with central teams including programming, operations, ticketing and marketing

Through strong and capable leadership the Venue Director has a direct responsibility for the ongoing success of the venue; driving a process of continuing improvement; embedding a culture that is focussed on results; and ensuring the effective management and motivation of the venue team.

The Venue Director reports to the Group Commercial Director and has wide-ranging relationships with others across Trafalgar Entertainment.

ABOUT YOU

A motivated, engaging and dynamic leader you'll have experience of leading teams to success in a live- theatre, venue or entertainment setting. Commercially savvy, resilient and entrepreneurial with wide knowledge of the sector (plus a passion for the business) - you'll be energetic, proactive, results-focussed and creative in your approach.

With an innate ability to work smartly to achieve your goals; you'll also be adept at supporting the development of others through management of performance, appraisal and training. And you'll be excellent at forming positive working relationships – whether external contacts, producers and promoters; colleagues elsewhere in the company or members of the senior team.

VENUE DIRECTOR: G LIVE

KEY RESPONSIBILITIES

- Budget planning, forecasting, development of venue strategies and implementation of groupwide strategies to ensure business growth - maximising profitability of all areas of the venue operation.
- Achievement of income, expenditure and profit targets for all aspects of the business; and achievement of attendance targets and customer service targets in particular.
- Alongside the wider team, securing and delivering hire events as appropriate to the venue; and including businesses and corporations, organisations, and individuals, to maximise the potential of all spaces and to meet agreed budget targets.
- Timely and accurate contracting of all events, performances, hires and activities in line with Trafalgar Theatres policies and procedures.
- Alongside the venue marketing team, development of in-venue marketing strategies, plans and campaigns to deliver attendance and business targets.
- Monitoring of business performance results and sharing of information with others to inform future plans and strategies.
- Liaison with the central finance function to provide business updates, narratives and information as required.
- Leadership of the venue staff team to embed company vision, key strategies, and performance against targets; and to ensure they are engaged, skilled and motivated to deliver success.
- Agreeing and monitoring of management team members against agreed personal business and service targets.
- Achievement of standards for Customer Service at the venue in line with Trafalgar Theatres' overall strategy; ensuring excellence.
- On site management of contract arrangements with cleaners, maintenance contractors and Health and Safety at Work contractors to support agreed targets and to achieve statutory and contractual compliance.
- Focus on and commitment to take advantage of cross-collaborative opportunities within the wider group at a local level – adopting an open and proactive approach to working with other Trafalgar Businesses to achieve shared business aims and alternative revenue streams.
- Development and maintenance of key relationships with external organisations including local authority; promoters and producers; local media; tourist agencies; cultural agencies; amateur performing arts societies and organisations; and local schools colleges and community groups.
- Alongside the Creative Learning Manager creation of a range of Community Engagement activities, to promote the value of the performing arts and of the venue as a centre for individual and community creative development.
- Adherence to all statutory and regulatory requirements; management of the security and good order of the venue; and achievement of the highest standards of Health and Safety across the venue.
- Management of financial and reporting systems as required by the finance team to facilitate timely reporting of relevant financial information to inform accurate decision making.
- Identification and securing of sources of external funding to support the operation, and identification of new business opportunities complementary to the core operation of the venue.
- Any other related duties and delegated tasks as may be required.

PERFORMANCE MEASURES

- Venue profitability and EBITDA contribution
- Achievement of venue targets
- Spend per head
- Labour costs as a percentage of profit
- Acquisition, retention and attrition of people

To submit your application, please submit a CV and cover letter as to why you think you are suitable for the role, to recruitment@trafalgarentertainment.com with the subject of 'Venue Director Application' by Monday 4th July 2022.

Trafalgar Entertainment is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees