

JOB PROFILE

Job Title:	Events Duty Manager (Casual)
Service Area:	Hitchin Town Hall North Herts Museum
Grade:	4
Reporting Manager:	Events Team Leader
Direct reports:	Casual Events Assistants

Job summary:

Act as on site manager during events at Hitchin Town Hall and support the management of the facility on an ad hoc basis.

Key responsibilities:

Responsible for the coordination and supervision of events which require actively managing and where there is significant risks that need to be controlled e.g. the consumption of alcohol, the volume of people, the profile of the event and the potential hazard for injury to attendees.

Responsibility for allocating events staff to tasks and overseeing their work

First point of contact for service users at events

Active decision making and delegation during events/hires to ensure success and safety of events.

Oversee activities as directed on health and safety issues and notify Events Team Leader of any issues.

Assist in setting up and taking down for events, including moving furniture.

Assist in enforcement of all Regulations relating to Hitchin Town Hall regarding noise and capacity levels when events are taking place.

Assist and liaise with members of the public.

Administration associated with the post

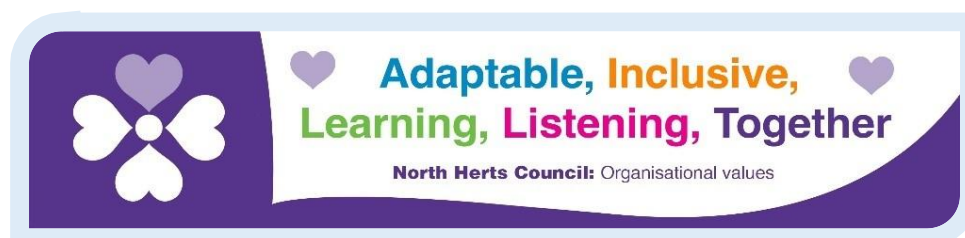
To act as out of hours Duty Manager in the absence of the Events Team Leader and designated Museums Staff.

Please follow this link to read your general responsibilities:

[General responsibilities for employees | North Herts Council \(north-herts.gov.uk\)](https://www.north-herts.gov.uk/general-responsibilities-for-employees)

Key Requirements:		Essential desirable
Qualifications:	Educated to GCSE standard or equivalent.	E
	Level 2 literacy and numeracy or equivalent	D
	Experience managing large scale properties	D
	Cellar Management/brewery trained	D
Job related experience & knowledge:	The ability to manage events such as sit down meals, weddings, party nights and birthdays on a large scale	E
	Knowledge of Financial Regulations	D
	Experience of taking payments at a till, monitoring and control of stock	E
	Experience of supervising staff within a food and beverage setting	E
Skills & attributes required for the role:	Confident in conversing in fluent English which is sufficient to fulfil all aspects of the role.	E
	Knowledge of food and beverage procedures and relevant health & safety legislation	D
	Willingness to complete relevant food hygiene qualification when in post	E
Other:	Experience of working as part of a team.	E

Signed.....



Date.....

