



Role Title: Events & Operations Manager
Responsible to: Operations Director
Department: Operations
Salary: £30,000 - £32,000 dependant on experience

Working pattern: Full Time (37.5hours)
Place of work: St George's Bristol
Contract type: Permanent

ABOUT ST GEORGE'S BRISTOL

Our shared Values: We love artists; We live for sound; We believe everyone is creative; We cherish difference; We value our resources.

St George's Bristol is one of the UK's leading concert venues, in a typical year welcoming around 120,000 visitors to the building. Our aim is to create a diverse and sustainable programme of the world's finest musicians and thinkers, and to provide a vital platform for local amateur creators, as well as supporting the work of practitioners in grassroots, voluntary and learning contexts. We are a registered charity and engage with many communities through innovative creative projects, school visits and partnerships. St George's also operates as a commercial venue, hiring out our spaces for meetings, conferences, wedding receptions, recordings and filming.

JOB OUTLINE

The role of the Events & Operations Manager is to ensure the effective organisation, management and professional delivery of all events at the venue, and to maximise income generating opportunities through venue hire and efficient departmental processes. They work closely with the Facilities Manager and Events & Operations Coordinator to ensure the Grade II* listed venue is maintained to the appropriate standard for our live events programme and artistic projects. The Events & Operations Manager supports and develops relationships with artists and groups that work with us to ensure events are consistently delivered to the highest standard. They also manage the casual events team that support the venue's events programme.

This is a diverse role with a range of responsibilities; as such it is a full-time role that requires a degree of flexibility in terms of work hours to meet the objectives set out above. This role reports directly to the Operations Director.

DUTIES & RESPONSIBILITIES

- Advance, deliver and settle events taking place in the venue including contracting, invoice processing, financial settlements and event production requirements
- Convert leads into business for the venue, ensuring profitability by managing the commercial event budget and forecast
- Work with the Head of Programme around diary management and availability for events
- Along with the Events & Operations Coordinator, manage the wedding receptions taking place at the venue
- Operate venue technical equipment where necessary and build relationships with key suppliers for these services and systems

- Liaise with Box Office and Hospitality staff to ensure all teams are briefed and prepared for upcoming events
- Manage a team of casual duty event managers/supervisors and event assistants, leading on recruitment, rota preparing and training
- Duty Event Manage a minimum of 3 events per season and attend a range of events throughout the year to ensure the events team is operating efficiently
- Liaise with the Box Office Coordinator to ensure that all access customer needs are met and prepared for, ensuring an excellent experience for all
- Actively contribute to creating a welcoming, safe and inclusive venue
- Ensure all Health & Safety requirements are being met and maintained by duty events staff
- Support our Environmental action plan and work sustainably
- Deal with general enquiries relevant to the role
- Assist in other areas of the operations of St George's Bristol as required

PERSON SPECIFICATION

Essential	
Experience	Minimum of 3 years management experience in cultural sector events
	Demonstrable high-volume administrative experience
	Light manual handling
	Working on complex projects alongside high volume workload
	Working with budgets and event financial settlements
	Health & Safety management
Knowledge	Microsoft Office
	Databases
	Basic PA, AV and Lighting Equipment operation
Skills and abilities	Excellent written and verbal communication skills
	Methodical and highly organized; efficient time management skills
	High level of accuracy
Personal qualities	Organised and reliable
	Professional and proactive approach
	Ability to work with a wide range of stakeholders
	Ability to work as part of a close-knit and busy team
	Friendly manner with enthusiastic, proactive approach to work

Desirable	
Experience	Working in an arts venue
	Keyholder for premises
	Maintaining a diary or booking system
	Volunteer co-ordination
Knowledge	Interest in different genres of music and understanding of the music industry
Qualifications	First Aid

INCLUSION POLICY

We are keen to ensure that our team is diverse and benefits from a wide range of backgrounds, perspectives and styles of thinking and working. We welcome applications from people who are currently underrepresented in the arts sector. We commit to interview every candidate who has the required essential skills and attributes and who identifies as disabled and/or being from a Global Majority heritage. If you identify in this way and would like to attend an interview, we would be grateful if you could make this clear in your covering letter/video.

TERMS & CONDITIONS OF SERVICE

Salary	£30,000 - £32,000 per annum (dependant on experience)
Hours of work	9am – 5.30pm Monday – Friday (includes 1 hour unpaid lunchbreak)
Holidays	33 days per year including all statutory Bank Holidays
Pension	Employees are opted into a Group Personal Pension Plan after 3 months (employee contribution 4%; employer contribution 3%; tax relief 1%)
Benefits	No contracted benefits, but staff ticket scheme for complimentary and discounted tickets for events, and staff catering discount in St George's café/bar, are currently offered to all staff

HOW TO APPLY

Please email a single-page letter (or alternatively a short video) stating why you think you are suited to this role, plus your CV, to recruitment@stgeorgesbristol.co.uk

If you have any specific access requirements at interview stage, or would like help with the interview process, please let us know in your covering letter/video.

Please also complete our anonymous Equal Opportunities monitoring form online at <https://forms.office.com/r/peUJeQczAq>

The deadline for applications is 5pm Thursday 12 March 2026
Interviews will be held on Monday 16 March or Tuesday 17 March
(if you are unable to make either of these dates please indicate this in your covering letter.)

To find out more about the work of St George's, please visit – <https://www.stgeorgesbristol.co.uk/about-us/>

To find out more about the team at St George's, please visit – <https://www.stgeorgesbristol.co.uk/about-us/our-team/>