



Venue Duty Manager role

Closing Date: Friday 24th July 2026

The Role

The Duty Manager is responsible for the safe, professional and efficient operation of the venue during live events, club nights & private hires. This is an operational management role. The successful applicant will enjoy making events run smoothly, supporting promoters, artists and customers, leading teams and maintaining high standards throughout every shift.

Key Responsibilities

- Opening and closing the venue in accordance with operational procedures.
- Managing events from start to finish.
- Leading bar, security and front-of-house teams throughout the shift.
- Supporting promoters, artists and performers to ensure events run smoothly.
- Providing a consistently high standard of service to all promoters, artists and hirers regardless of event type or genre
- Carrying out basic technical set-up and troubleshooting for events, including audio playback, microphones and simple AV requirements.
- Operation of basic lighting presets during some live performances (training provided)
- Maintaining excellent customer service and dealing confidently with customer issues and incidents.
- Ensuring the venue remains clean, safe and presentable throughout the shift and at closing
- Completing all operational checks, paperwork and end-of-shift reporting.
- Responding calmly to changing situations and making sound operational decisions.
- Following venue procedures, licensing requirements and health & safety protocols at all times.

Essential Requirements

- Regular and reliable availability for evenings, weekends and late-night shifts.
- Experience in hospitality, events or venue management.
- A proactive approach and pride in taking ownership of the role during every shift
- Strong organisational and communication skills.
- Ability to remain calm under pressure.
- Confident decision-making and problem-solving skills.
- Confidence using basic event technology, microphones and simple AV systems. Experience with DJ equipment is beneficial but not essential
- Ability to follow operational procedures consistently and maintain high standards.
- Enjoy working in busy, loud and sociable environment

Availability (Essential)

Regular and reliable availability and commitment for weekend and late-night shifts is an essential requirement of the role. Weekend shifts are shared across the Duty Manager team, with managers typically working one late-night weekend shift per week (Friday or Saturday). Most weekend shifts finish at 3.30am, with a small number of events each year finishing at 4.30am, in line with our premises licence and event programme. Wherever possible, we aim to provide one weekend in four without a late-night weekend shift.

Working pattern

Our programme varies throughout the year, so hours naturally fluctuate in line with our events calendar. This is a zero-hours, rota-based role. Shifts are scheduled according to the venue's programme and therefore vary from week to week. Duty Managers should expect a mixture of weekday evenings to 11pm and weekend nights usually to 3.30am, occasionally til 4.30am.

We will always aim to provide rotas in good time and accommodate reasonable availability requests where operationally possible. During our busiest periods (February-May and September-December), Duty Managers typically work around 15-22 hours per week usually across 3-4 shifts. Hours reduce over the quieter summer months, when typical weekly hours are around 6-12 hours, with additional shifts available to cover annual leave

What we offer

- £14.70 per hour, plus weekend late finish bonus
- Typically **15-22 hours per week** during our busiest periods (February-May and September-December), with additional hours available during summer and for holiday cover
- Paid holiday, equivalent to 5.6 weeks per year (pro rata)
- Employee pension scheme
- Team events
- Opportunities for paid training
- A supportive, independent venue with a diverse programme of live music, club nights, community events and private hires
- Being part of a great, friendly team
- Staff bar discount & guestlist allowance for selected events

How To Apply

We welcome applications from people of all backgrounds. If you think you'd be a great fit for the role but don't meet every desirable criterion, we'd still encourage you to apply.

- Please provide your CV **AND** a covering letter explaining how you meet the requirements & why you are interested in the role. Email to info@strangebrewbristol.com
- **Closing Date:** Friday 24th July 2026
- **Interviews:** w/c 27th July
- **Start date:** likely w/c 19 August 2026 - A structured induction programme will be provided, including shadow shifts before taking responsibility for events independently.