

Job Title: Venue Manager

Role: Managing the Venue to a high standard and overall responsibility for ensuring the smooth running of The Buzz. The Venue Manager will be the key representative of the Limelight Productions and ebp (Emma Brunjes Productions) and have a professional manner. They should be capable of representing The Buzz to a broad range of industry practitioners, suppliers, media outlets. They will be able to articulate the core mission of The Buzz and be familiar with the broader context within which The Buzz operates.

The Buzz is an exciting new purpose built immersive performance space in The Mercato Metropolitan and is located between Borough and Elephant and Castle tube stations. The Buzz is being developed by Limelight Productions Limited and ebp (Emma Brunjes Productions) and its first production will be Thunderbirds: Beyond The Horizon.

We are looking for a Venue Manager with a flexible approach who will be able to rise to the challenge of being part of this journey from its inception. Creating this new role, with the Directors, to suit the best needs of the business. The ideal candidate will have experience of managing a traditional theatre as well as understanding of how the immersive model operates including all technical demands of a building.

Responsibilities:

- All aspects of traditional and immersive theatre management
- Recruiting and managing staff including FOH Manager, Duty Manager and Bar Manager.
- Setting up and co-ordinating rotas.
- Ensuring that all the correct Health and Safety standards are adhered to.
- Liaise with operation directors at Limelight and ebp.
- Attend meetings with senior members of management from The Buzz, Limelight and ebp
- Maintain clear and accurate accounts and records.
- Organising and preparing any venue maintenance and inspections.

Essential Skills and Experience

- The ability to function well under pressure in the fast paced immersive theatre environment.
- Strong leadership qualities to manage staff.
- Flexibility to juggle the many priorities and personalities.
- Problem solving skills that could involve HR, finance, technical or customer issues.
- Strong communication skills with both the audience and the management team.
- FOH or Theatre Management experience
- Good working knowledge of sound, lighting and video to support conversations relating to the technical capabilities of the venue when working with visiting Production Managers and Productions.
- Good knowledge of safe rigging practice for all technical equipment and rigs implemented in the venue.
- Good knowledge of competitive hire companies working across London
- Proven experience of venue maintenance.

This is a full time position the majority of that time will be in the evenings and weekends.

Location: Within the Mercato Metropolitano, SE1 6DR

Starting Date: 3rd September 2018

Salary: £30,000 - £36,000 depending on experience.

Closing date for applications: 21st June 2018

Interviews will be held in London in July

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