



EVENTS AND VENUE HIRE OFFICER (MATERNITY COVER)

JOB PACK

wacarts.co.uk/vacancies
recruitment@wacarts.co.uk

Wac Arts





Dear Applicant,

Events and Venue Hire Officer post plays a key role in driving the earned income for the charity. The postholder will not only manage existing clients and key stakeholders but will also be responsible for developing new business opportunities for the events and hire divisions.

We are a small team so there is a need to be flexible about sharing tasks and helping colleagues when necessary, liaising and working closely with Heads of Department, Managers, Building Services Team, Reception, all external and internal clients in order to ensure smooth running of the multi-functional operation.

For 47+ years, Wac Arts has provided a high-quality, affordable mixed Arts Programme for children & young people in and around Camden, enriching creativity from age 4, and playing a vital role in their artistic journey's. For 30+ years, we have also provided a dedicated activity for those with SEND. 1,100 children and young people participated in our programme last year alone. Our impact is rooted in strong relationships with participants and families. .

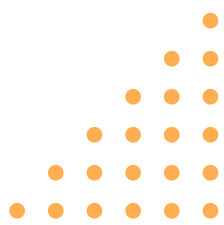
The role is initially offered on a full-time, fixed term basis and may require some weekend and evening work.

We would particularly keen to hear from candidates who are women, and from those who are currently under represented in the cultural sector, and could provide the team the diversity in thoughts, lived experiences and skillsets that match the diverse community Wac Arts serves across London.

This pack contains further information about Wac Arts and the role. If you would like to have an informal chat about this opportunity, or have any queries, please feel free to contact us on recruitment@wacarts.co.uk. I look forward to receiving your application.

Kind regards,

Bhuvan A Sharma, CEO





ABOUT THE ROLE

KEY RESPONSIBILITIES

The following is an overview of the role. It is not an exhaustive list.

Duties and Responsibilities

- Generate income for the organisation by managing its venue hire and events divisions.
- Manage stakeholder relationships, including building previous relationships with hirers and establishing new ones.
- Proactively manage the diary for the town hall and work closely with the programmes team to ensure there are no gaps in the calendar when it comes to space hire or internal use.
- Proactively meet all event and hires requirements, including meeting client expectation on soft services.
- Work closely with the finance department to support reconciliations and assist with debtor accounts. Ensure that all financial data is accurate and well-managed including the timely oversight of credit control and invoicing.
- Work with the Head of Departments to ensure seamless connectivity between the front of house team and building services' team, managing bookings inclusive of the internal programmes, ensuring appropriate and optimum usage of the various spaces.
- Work with the Building Manager, and Front Desk to ensure hire spaces are prepared and presented in accordance with the information provided on the booking system and so meet the needs and expectations of the client.
- Responsible for the maintenance and development of the current software planning platform Assist the Head of Property Management and Building Services' Manager in keeping Health and Safety procedures up to date and fit for purpose, and to make sure that the procedures are adhered to so that staff, tenants, young people and hirers are kept safe.



ABOUT THE ROLE

KEY RESPONSIBILITIES

- Conduct client site visits, in-person availability to clients; Supervision of arrival and departure of client productions.

General

- Ensure all Risk Assessments are up-to-date and accessible.
- Work with the Premises License holder and supervise any alcohol distribution in line with venue license regulations.
- Contribute to an open, creative, and collaborative team culture.
- Support Wac Arts marketing, and communications strategies by providing information and data with colleagues on request.
- Comply with Wac Arts' Equal Opportunities, Safeguarding, Health & Safety, Data Protection, and other policies at all times.
- Provide data and reports for internal and external parties as required.
- Support with fundraisers, festivals, commissioned works and other creative events.
- Undertake other tasks as directed by your line manager.





ABOUT THE ROLE

JOB DESCRIPTION

Job Title:	Events and Venue Hire Officer (Maternity Cover)
Salary:	£32,760 per annum
Contract:	Full-time, fixed term
Hours:	35 hour per week contract inc. evenings and weekends where necessary
Report to:	Head of Property Management
Location:	Wac Arts (Camden)





ABOUT THE ROLE

PERSON SPECIFICATION

Candidates must have a clear understanding of and commitment to the aims of the Charity. Candidates will ideally possess and be able to demonstrate all or most of the following:

KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE

- Relevant industry experience (direct or transferrable) in managing properties, hires and events
- Previous experience in dealing with the public in a customer focussed environment to ensure a high quality of service is maintained
- Experience of administering an IT based booking or room allocation system
- Desirable - H&S qualifications including IOSH and PLH

SKILLS AND ATTRIBUTES

- Entrepreneurial and able to deliver to target on small and micro budgets
- Approachable, personable and confident manner while remaining professional at all times
- Self-motivated and results driven
- Problem solver and a positive outlook
- Excellent project and time management skills and the ability to prioritise effectively, often working to tight deadlines
- Excellent IT, communications and presentation skills
- Excellent organisational skills, with a methodical approach and attention to detail
- Excellent interpersonal skills, including the ability to deal tactfully and diplomatically with a wide range of people and the ability to communicate positively with Wac Arts key stakeholders
- Managing budgets





ABOUT THE ROLE

This role requires an enhanced DBS clearance, which we will arrange for the successful candidate.

The duties and responsibilities described are not a comprehensive list and may change, or additional tasks within the scope of work may be assigned at any time with or without notice, as necessitated by business demands.





HOW TO APPLY

Wac Arts are committed to the equal treatment of all current and prospective employees, starting with our application process.

We have implemented an anonymised shortlisting process. All applications must be submitted via our [online application form](#). Your application will then be anonymised for the screening stage.

You are unable to save the application as you work, so we recommend you prepare answers to the questions in advance.

You can access a copy of the application questions from our [website](#). We also accept audio recordings (MP3 file) or a video application of up to 3-4 minutes (MP4). If you prefer to apply using one of these formats, please contact us at recruitment@wacarts.co.uk for assistance.

Application deadline: End of day **Wednesday, 2nd September 2026**

Please Note - Interviews: *We will evaluate applications as they come in, and interview candidates on a rolling basis. We may offer the role prior to the closing date, reserving the right to close this advertisement early. We encourage interested individuals to submit their applications promptly.*

If you would like a version of this pack in an alternative format (e.g. large text), please feel free to contact us and we will do what we can to support your request.

Please call 020 7692 5800 or email recruitment@wacarts.co.uk using the subject heading "Event and Venue Hires Officer (Mat Cover)"





HOW TO APPLY

EQUALITY

As an equal opportunities employer, Wac Arts is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy or maternity, race or ethnicity, religion or belief, gender reassignment, marriage or civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Wac Arts. We are looking for interest from people who reflect the diversity of London and the communities we serve.

At Wac Arts we strive to be a leader in diversity and inclusion. Reducing inequality is the cornerstone of our mission. It is vital that we understand the diversity of our own organisation accurately and at all levels.

As such, we would like to ask you to complete the optional form [here](#).

DBS STATUS

The successful applicant will be required to undertake a Disclosure and Barring Service (DBS) Enhanced Disclosure and appointment to this post is subject to Wac Arts being in receipt of a satisfactory DBS Disclosure, under section 115 of the Police Act 1997. We will arrange this for the successful candidate.





ABOUT WAC ARTS

MISSION

Nurture children and young people's creativity through the arts.

VISION

- An organisation that is nationally recognised for its expertise in providing accessible arts provision, and for playing a significant role in the creative journey of children and young people.
- An organisation for, by and with communities to engage, enhance and elevate youth arts.

PURPOSE

To provide access to arts for children and young people, particularly those who are experiencing barriers to participation.

GOALS – 2024-27

- Continue to provide an affordable arts programme for children and young people, irrespective of their background or abilities.
- Further develop the young company offering in place as part of the arts programme.
- Continue to provide Continuing Professional Development opportunities for teachers, young artist practitioners and those who engage with children and young people in the arts.
- As custodians, manage the upkeep of the Old Town Hall building as a community asset.
- Continually develop an organisational culture that promotes the charity's values and principles of inclusion, collaboration, and staff development.
- Be a financially resilient and sustainable organisation.