

Role: Events Coordinator

Hourly Salary: £12

About us: The Old Abbey Taphouse is the flagship venue of STEAM MCR, a community interest company creating spaces for the community to relax, create and learn something new. We host weekly events and workshops in the heart of the Oxford Road Corridor.

Job Description: We are looking for a highly organised events coordinator who is passionate about music. You will be a skilled communicator adept at building relationships with diverse groups of people, including collectives and artists we are already working with.

You will be supporting our event schedule and co-producing future events to help build a dynamic and innovative creative programme for the venue.

Your time will be split between preparing and advancing upcoming events, with some on site support given to larger or more complex events where needed.

You will work closely with the Venue Manager, Sound Engineer and Operations Director and other members of the The Old Abbey Taphouse team to ensure that we have a smooth pipeline from initial enquiry to paying out invoices.

Hours :

- **25-35 hours a week**
- **2 days admin**
- **2 days event support**
- **Flexible working hours**
- **Some remote working is possible, but events will need to be in person.**

Responsibilities and Duties:

- First point of contact for external bookings
- Responsible for keeping calendar up to date
- Checking spaces are prepared for events
- Coordinating with Old Abbey Staff and Operational Director
- Checking all Old Abbey Taphouse events are advanced and promoted
- Liaise with social media support
- Meetings with sound engineer and operations director to make sure venue has adequate technical provision for upcoming events
- On site event management during live shows
- Cultural programming, ensuring we have a diverse output of different events

Timeline :

Applications close 31st December
Job role due to start February 2024

Email CV and cover letter outlining why you think you'd fit the role to
info@theoldabbeytaphouse.co.uk subject line Recruitment