



## **ENTERTAINMENT, CABARET & PROGRAMME MANAGER 2/3 days a week**

**The much loved ROYAL VAUXHALL TAVERN (RVT) is one of London's most iconic award winning cabaret, performance and club night venues serving the LGBTQI+ community**

We have a fantastic opportunity for a well-connected Entertainment, Cabaret and Programme Manager to take the Royal Vauxhall Tavern to the next stage in evolving as an award winning iconic London venue.

We are an independent management company who has secured and transformed the position of RVT to be a commercially viable trading entity. We are looking to appoint an Events and Programme Manager who will be a key integral team player in the management structure to maintain and further develop the success of this much loved venue.

Royal Vauxhall Tavern's historic and cultural position in the LGBTQI+ community has seen the venue become a preferred venue of choice for many leading artists and promoters. Open 7 nights a week with a reputation to be proud of in providing one of London's most diverse cabaret, performance and club night programmes.

We are catalyst in the Lambeth/London night time economy and are a vibrant and successful destination. The business model review needs to reflect the competitive market in attracting the best promoters and artists to the venue and your astute commercial ability will reflect on this.

We wish to maintain our position in a competitive market and build on this success. Equally, we would like to build our relationships with existing promoter and create new relationships with community and sponsorship programmes associated with national charity organisations and to deliver internal and external events fully utilising our temporary events notice entitlement.

The position will be working two/three days a week and can be as a direct employee, self-employed basis. Due to the nature of this role, there will be occasions when the Events and Programme Manager will be required to work during operational hours, subject to programming requirements in maintaining a successful events delivery programme.

Communication in events programming with all colleagues in the RVT structure is paramount. The structuring of each event including sign off and approvals is a key principal in this role together with team briefings for a smooth operational handover.

We would like to hear from you if you have a current or similar position or had exposure within the entertainment business where your sense of achievement, focus on excellent programme delivery, acute attention to detail and your vibrant personality drives all in the results that you deliver.



## **JOB DESCRIPTION**

### **ENTERTAINMENT, CABARET & PROGRAMME MANAGER**

**Department:** Events and Management

**Hours:** 2/3 days a week

**Role type:** Permanent

**Salary:** Fixed Day Rate

**Annual Leave:** Subject to employment status

**Benefits:** Health and Dental Insurance

**Location:** Vauxhall, South West/Central London-Zone 1 London with excellent main line, bus and tube access

#### **PRINCIPAL RESPONSIBILITY**

- To play a key integral role with the CEO/Managing Director in managing and delivering a diverse portfolio of events throughout the year
- Establish and strengthen relationships with artists, promoters, customers and the community in which we serve
- To maximise income and promote brand awareness through all event opportunities
- Work with an agreed business operational and financial business model strategy

#### **EVENTS AND PROGRAMME MANAGEMENT**

- To plan and produce a full schedule of events to run throughout the year in line with relevant local and national events
- Work with, create trusting relationships with recognised artists and leading promoters who recognise the reputational value of an intimate venue in both a cabaret and/or a vertical setting
- Plan and deliver events at RVT and externally opportunities available in the adjacent Vauxhall Pleasure Gardens and railway arches adjacent to the venue
- Set annual income targets and projections for Events and work to deliver on these monitoring expenditure accordingly within the strategic and financial strategy
- To liaise and work with Corporate Partnerships and to encourage national and local fundraising and community events at an agreed level
- To promote and protect the brand identity and all Intellectual Property Rights of RVT
- To assess the performance standards and viability of each event to ensure targets, standards and expectations are met
- To enhance and develop the events package promoting successful events and taking remedial action with those underperforming
- To identify, propose and implement new, exciting and untapped opportunities to further enhance the events package



- To maintain safe working practices in line with the HASAWA, and the Company Health and Safety policy and procedures
- To develop and maintain procedures for all events activity to ensure that events are delivered safely and meets the requirements of RVT policy and relevant legislation

#### **EVENT PROMOTION AND AWARENESS**

- To set direction and implementation of a celebrity events strategy
- To compile and promote RVT listing and press activity for all media
- To manage the Programme and Events area on the RVT website, ensuring it is fresh, relevant and engaging
- To manage all ticketing availability through the channels we operate
- To ensure warmth, trusting and meaningful relationships with all artists, promoters and customers
- To maintain confidentiality at all times under the terms of The General Data Protection Act

#### **PERSONAL SKILLS AND QUALITIES**

- Experienced at managing and operating events within a similar environment
- Experience of managing client, customer, supplier relationships
- Demonstrate excellence in oral and written communication
- Exemplary presentation skills with previous experience in event management
- Financially astute with strong commercial focus and cost control
- Flexible and adaptable whilst maintaining effective service provision
- A high energy professional capable of influencing, developing excellence with internal and external partnerships
- Ability to work well with others and continue to deliver results
- Excellent interpersonal skills and an ability to establish credibility quickly
- Good motivational and people management skills
- True leadership skills necessary to achieve targets
- A flexible approach and a sense of teamwork
- Ability to design and develop service delivery in line with strategic business objectives.
- Working knowledge of Microsoft office
- Attention to detail, good planning and organisational skills

**James Lindsay:** CEO/Managing Director, Vauxhall Tavern London Ltd, Royal Vauxhall Tavern

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**12 September 2019**