



Job Description:

Penwortham Arts Centre/Events Officer

Grade: SCP 23 (£30,151 + essential car user allowance)
37 hours a week including evening and weekend work.

Service Area:

Penwortham Arts Centre 'The Venue' and Events

Responsible To:

Town Manager

About the job:

As part of the Town Council's services, this is a key role within the team; managing an arts centre, 'The Venue' and coordinating key events throughout the year including Penwortham Gala, Penwortham Fireworks Display and organising three vibrant Christmas markets in the town.



Role:

- To manage Penwortham Arts Centre in-line with Council priorities, working closely with volunteers and members of the community.
- To coordinate annual events whilst raising the profile of Penwortham Town Council.
- To actively improve opportunities for cultural engagement and enhance civic pride.

Responsibilities:

- You will manage Penwortham Arts Centre, its paid staff and volunteers, working closely with the Town Manager.
- You will provide routine reports to the Town Manager.
- You will be responsible for monitoring stock levels, ordering supplies and handling payments.
- You will schedule a programme of monthly performances at the Venue and set-up and manage online ticket sales through Eventbrite.
- You will be the personal licence holder for the premises and train volunteers and staff on Challenge 25.
- You will ensure that the Town Council's social media channels are updated to promote events at the Venue.
- In addition to managing the Arts Centre, you will coordinate the annual Town Council events, which include Penwortham Gala, Penwortham Fireworks Display and three Christmas Markets in the town.



Corporate:

- You will work in a small team
- You will communicate clearly, effectively, and appropriately to a wide range of target audiences, taking into account different levels of understanding and experience.
- You will work often using your own initiative and have excellent leadership skills. You will also be proficient using Microsoft Office, as well as having good written and numeracy skills.
- You must be able to work well with the public and will often be the officer on call.
- You will carry out any duties appropriate to the nature and grade of the post as directed by the Town Manager.

Organisational:

- You will adapt to changing responsibilities over time, as the service evolves and reacts to the communities it serves.
- You will promote and comply with Penwortham Town Council's obligations under the Equality Act 2010 and Health & Safety, both in the delivery of service and the treatment of others.
- You will carry out any other duties which are consistent with the nature, responsibilities, and grading of the post.
- You will ensure compliance with the Town Council's Constitution.