



VENUE CO-ORDINATOR JOB DESCRIPTION

Nov 2025

Job Title	Venue Co-ordinator
Organisation	Rising Sun Arts Centre, Reading, RG1 2ST
Pay	Part-time 25hrs per week. £26,000 per annum pro rata.
Contract	PAYE or Freelance
Term	3month initial contract
Responsible to	Board of Trustees
Responsible for	Caretaker

PURPOSE OF THE POST

To provide logistical, operational and administrative support to the Rising Sun Arts Centre arts venue including licensed bar and the running of a historic former temperance house in the heart of Reading.

To co-ordinate the running of events and ensure the building functions as a welcoming arts hub for volunteers and customers and activities including: arts workshops; dance classes; live music nights; community arts events; theatre performances; art exhibitions; arts groups with people with learning disabilities.

To be committed to providing the highest level of customer service and front of house experience for volunteers and customers in the following spaces (main hall, bar area, upstairs lounge, office space, car park).

Overseeing the overhaul of storage areas inside the building and in the carpark.

Please note: this is not a remote working position. All duties are to be carried out at the Rising Sun Arts Centre.

MAIN DUTIES AND RESPONSIBILITIES

To co-ordinate the administrative aspects of the arts centre and ensure that the arts centre functions on a daily basis. The duties will fall into the following areas:

1. Planning and back of house

- Maintaining music licenses and PRS payments, alcohol premises licenses
- Paying bills, sending metre readings, utilities, rates, wifi, insurance
- Managing sum up card machines and cash register behind the bar
- Managing post in and out of the centre
- Liaising with volunteers and volunteer groups (marketing; programming; operations; bar team)
- Day-to-day point of contact for tenants in the residential flat at the top of the building



2. Financial administration

- Record keeping / financial monitoring of bar takings, room hire revenue
- Working with book-keeper to ensure accounts are up to date
- Ensuring payment of artists, workshop leaders, volunteer expenses
- Filing systems, maintaining records
- Petty cash and other procurement processes
- Managing bar takings, including managing the safe

3. Events and bar duties

- Central point of contact for all events at the centre
- Co-ordinating room bookings, overseeing an online calendar
- Updating website with event details where necessary
- Ensuring bar is well stocked with drinks and snacks, including annual stock take on 1 May, carrying out stock runs
- Working with volunteers to ensure the bar is staff for events
- Training team of bar volunteers to run the bar and staff events
- Opening up the venue for hires and other groups using the centre

4. Front of House

- Working with volunteers to ensure the best front of house experience for customers and volunteers
- Working with the caretaker to ensure venue is safe, clean, organised, and welcoming for public and volunteers
- Assisting in setting up bar, lounge, hall, office spaces for events
- Working with volunteer groups to ensure smooth running of events

PERSON SPECIFICATION

Technical skills / Professional Qualifications / Education & training

- Good level of administrative and IT skills inc. MS Word, MS Excel
- Excellent organisational skills and good telephone manner
- A genuine interest in the arts

Experience Required

- Substantial experience of working in artistic environment, preferably at an arts venue in an operational and/or administrative function
- Front of House experience at an arts venue or public space with a café or bar
- Experience of creating and working with operational day-to-day processes and procedures

Other relevant information e.g. working hours

- Some attendance at events and some weekends



CORE BEHAVIOURS

Proactive and Independent

- Capable of working independently and pro-actively, leading on change and leading on processes at the centre
- central point of contact for volunteers and customers at the centre, functioning at the heart of a volunteer-run charity

Organisational Understanding

- Sensitive to the aims and ethos of the Rising Sun as a volunteer-led charity
- Contributes and demonstrates values of the Rising Sun in terms of participation and volunteer-led arts activities

Building Relationships

- Clear and transparent communications with volunteers and trustees of the charity
- Gets key points written communication across without ambiguity
- Contributes effectively and concisely at meetings
- Maintains key relationships with volunteers and stakeholders including other paid staff and the Rising Sun's Board of Trustees

Customer focus

- Responding to customer and volunteer needs
- Passion for high quality customer service
- placing customer at the heart of how the venue functions and operates
- puts oneself in the shoes of customers in order to think through appropriate processes, signage, to ensure best possible experience for customers and volunteers visiting the centre

How to apply

To apply for this position, please send a CV and covering letter to trustees@risingsunartscentre.org by Monday 15 December.

Interviews will be held on Wednesday 17 December and Thursday 18 December.

About us

The Rising Sun Arts Centre is an award winning, independent arts centre, which for 27 years has been staffed and run by a network of approx. 50 volunteers. The Rising Sun started as a squat, created by a group of intrepid artists who saw a need for ground-level arts development, for and by, the people of Reading. The centre gained charity status in the mid-90s, and has been at the heart of Reading's cultural life ever since.

The Rising Sun creates a space where creativity flourishes and people come together to make things happen. Our programme includes a varied line up of high quality events and activities, avant garde music from some of the world's top improvisers, ground

breaking, participatory projects and the best band nights in town to name a few, all managed by volunteers without the benefit of core funding or full time staff.



The Rising Sun is a registered charity governed by a board of Trustees. All the core work of the centre is done by volunteers and the centre survives on the basis of earned income with occasional funding for specific projects.