



Venue Assistant (Day Time)

The Clapham Grand is looking for a superstar human who loves everything from pop, drag & comedy all mixed together, to join us as venue assistant working within the operations team across our wide range of events from full capacity club nights (1200+ people) to seated theatre style shows. The Venue Assistant will be instrumental in the day to day running of the venue, getting us ready to create magic for our guests.

The candidate will ideally have at least 1 year experience in a large event led venue covering both theatre and club experiences. They will have excellent communication skills and be physically fit (due to the nature of the role). The venue assistant will work with the day time managers and event promoters, assisting with deliveries and load ins, ensuring a first rate service handing over to the night time venue assistant. Most importantly they will be someone who has bags of personality to fit our passionate team, who is a thoroughly good egg.

Please forward CV and covering letter describing why you think you would be suitable for the role. INCLUDING specific examples of experience to terry@claphamgrand.com. An extended Job Spec is available highlighting responsibilities and day to day.

Our Venue Assistant is an assistant to the venue, managers, supervisors and all aspects of the business. Reporting into the floor manager with instructions coming from the managerial team, the Venue Assistant, is primarily responsible for the movement and setup of furniture, equipment required for the smooth set up and running of the venue and the events taking place within it. The Venue Assistant will also assist in the upkeep and maintenance of the building, helping ensure that the site is clean, safe, warm, welcoming and fit for purpose at all times. The Venue Assistant will report into the Floor Manager and take tasks from all managers.

Main Duties

- A multi versatile human who will work in the daytime focusing on the general prep and upkeep of the venue and business needs.
- Furniture moves and events set up.
- To assist the managerial team with venue maintenance.
- Administration duties when needed inc stock checks, furniture counts / logs.
- Assist in the maintenance and upkeep of all external areas.
- Receive all deliveries and oversee the storing.
- Maintain the highest level of health and safety at all times ensuring that any issues are reported immediately.
- Flexible working week - must work weekends days off will be Tuesday/Thursday or Sunday. Night shifts on occasions if required.
- Work with all event promoters to ensure the load in of the event is a success.
- Problem solve and be proactive to any problems that could arise due to the set up of the venue / event.
- Handover to night time venue assistant.
- To be a team member and be willing to help any department and contribute to the upkeep of The Clapham Grand building and reputation.

Admin and Areas to lead

- To complete weekly furniture counts and highlight any concerns to the managerial team.
- Weekly Maintenance Check

Meeting to attend

- Daily briefings with a member of the management team.

Weekly Lists

- Daily/Weekly lists of jobs that are recurring.