

Events Coordinator (part time temp)

Job Description

Job Title: Events Coordinator (16-20hrs/wk)

Reference: HelloIsItMeYou'reLookingFor?

Key Duties:

- **Creation and maintenance of a busy events schedule:** *You will both improve on existing events and conceive of new ones, putting them into a well communicated schedule for both our customers and our staff. Then working closely with the marketing department and the rest of the team, you'll make them reality! This may involve managing the team members on shift to get the full job done.*
- **On the day management of events:** *We think it's important to be a part of your own events in order to reflect on their success. On these occasions you will work with the Cafe and Duty Managers to ensure the day runs as smoothly as possible.*
- **Be inspirational:** *This is what it says on the tin really; you should be able to motivate and lead a team of individuals in a supportive and fun manner.*
- **Uphold the values of Boulder Shack:** *We are known for our friendly environment and approachableness. You will need to display this whilst working/liasing with others . An ability to appear unphased whilst working under pressure is a great advantage.*

Relationships:

You will work closely with other department managers in order to plan and run your successful events.

You will report to the Senior Management Team; Tim (Boulder Shack's Founder), Ben (Centre Manager), Ollie W (Assistant Manager) and Dave (HR and Finance Manager).

You will also report in to the other Department Managers to ensure unity in standards and expectations of all employees and the site as a whole.

Salary, Hours and Holiday:

£10 - £15 per hour

This will depend largely on experience and suitability for the role and be discussed further at interview.

We are looking for an individual who can offer 16-20hrs per week to the company for at least 6 months from your start date. This is an entirely new role for Boulder Shack so there may be scope to increase hours or contract length, with a successful performance in that time.

You will have autonomy as to when you work, but we expect your hours to be spread across mornings, evenings on both weekdays and weekends as the job demands.

28 days paid holiday (40 hrs pro rata) entitlement per calendar year.

Perks of working for Boulder Shack:

- FREE CLIMBING, with us and a variety of local climbing walls.
- 2 friends can climb for £1 each with you, whilst you are not on shift.
- Free hot drinks whilst on and off shift.
- 40% discount on other items from our awesome cafe.

**The following will only be available after successful completion of a 3-month probationary period:*

- Access to trade discounts on a huge variety of climbing manufacturers, INCLUDING PATAGONIA, 3RD ROCK, PETZL and more.
- Up to £250 per year to be paid towards any training / qualification of your choice. This does not need to include industry related courses. Examples of what this fund has been used for in the past are: Flying trapeze lessons, surf lifeguard course, surf instructor, IPAF license, the list goes on...