

Venue Assistant

Juju's Bar & Stage and Ninety One at The Old Truman Brewery

www.jujusbarandstage.com / www.91bricklane.com

Job Description

The Old Truman Brewery is looking to recruit a new member of our team at an exciting time in our development.

We're looking for a proactive self-starter to assist with the smooth running of two venues; Ninety One, a newly relaunched workspace and cocktail bar on Brick Lane and Juju's Bar and Stage, a cavernous warehouse cafe and creative events space. Both venues have a focus on creating quality new experiences for our patrons.

The successful applicant will provide comprehensive support to the Project Manager. This is an office-based role with a varied day, the new Venue Assistant will be required to get stuck in with all administrative aspects of the businesses.

Duties include:

- Responding to and arranging booking enquiries
- Working with promoters to programme public events and DJ bookings
- Briefing venue staff on public events and private bookings
- General PA duties including processing invoices and payments, diary management and arranging meetings
- Updating monthly events listing posters and venue event listings pages
- Streamlining administrative processes wherever possible
- Promoting both Ninety One and Juju's through social media, newsletters and uploading listings to venue websites

Essential skills:

- Highly organised, using efficient processes and software where necessary
- Proactive and a can do attitude
- Excellent written and verbal communication
- Attention to detail and an ability to think ahead

Desirable skills:

- Experience in a similar events admin or Personal Assistant role
- Social media and venue marketing experience
- Working knowledge of Adobe Photoshop and InDesign
- An interest in events and what's on around London

Salary £23,000

Ideal start date Early May 2018

Benefits and conditions of work

- Access to events at The Old Truman Brewery
- 28 days holiday (8 of which are bank holiday)
- Monday to Friday, 45 hours per week, 9am-6pm or 10am - 7pm dependent on your preference

To apply, please email juliet@trumanbrewery.com with CV and covering letter by Monday 27th April.