PHOENIX
ART SPACE



Venue & Events Supervisor Recruitment Pack

Key information	Details
Application deadline	5pm on Thursday 3 December 2026
Interviews	Wednesday 16 December 2026
Start date	January 2027
Contract	Permanent
Hours	28 hours per week across four days
Salary	£23,120 per annum for 28 hours per week (£28,900 full-time equivalent)
Reporting to	Head of Learning & Engagement (Safeguarding Lead)
Probationary period	Three months
Holiday entitlement	156.8 hours annual leave
Place of work	Phoenix Art Space, 10–14 Waterloo Place, Brighton, BN2 9NB

Evening and weekend work is included within the 28-hour working week: two to four evenings per month and up to eight weekend days per year, on a Saturday or Sunday. The rota is coordinated with the Administrator & Front of House Invigilator. Authorised additional hours are compensated through time off in lieu.

Responsible for: Administrator & Front of House Invigilator and Cleaner; oversight of external cleaning contractors and coordination of event volunteers.

Full details of working hours, flexible working, holiday entitlement, pension provision, sick and other leave, and time off in lieu are set out in the contract and staff handbook.

About Phoenix Art Space

Located in the heart of Brighton and Hove, Phoenix Art Space is a thriving community of artists, a public-facing cultural venue, and a registered charity that has been serving the city since 1995.

Our charitable purpose is to promote the arts, to promote equality and diversity in the arts, and to educate the public in the production and appreciation of the arts. We do this in particular, though not exclusively, by providing exhibition and studio spaces for emerging artists and for those in financial hardship, working primarily in Brighton and Hove and the wider South East.

In practice, that looks like:

- Over 120 artists across 100 affordable studios in our six-storey city-centre building.
- Four gallery and project spaces, with a free, year-round exhibition programme.
- A learning and community engagement programme reaching schools, families and underserved audiences across the city.
- Around 17,000 visitors a year, with an annual May Open Studios that draws thousands.
- Partnerships with universities, festivals and sector bodies regionally and nationally.

Our Vision, Mission and Values can be found here.

Phoenix Art Space is overseen by its Board of Trustees. The Executive and Artistic Director reports to the Board and line-manages the management team. The Venue & Events Supervisor reports to the Head of Learning & Engagement.

Our team includes the Studios Manager, Buildings Manager, Curator, Head of Learning & Engagement, Marketing & Communications Coordinator, Venue & Events Supervisor, Administrator & Front of House Invigilator, Finance Manager and Accountant. We also work with front-of-house support staff and freelancers to deliver our programmes.

An inclusive team

We welcome applications from people with the experience, commitment and qualities to contribute to Phoenix Art Space. We recognise that organisations are stronger when their teams reflect a wide range of experiences, and that there can be barriers to applying for roles in the arts.

We particularly welcome applications from people currently underrepresented in the UK arts sector, including:

- People from Global Ethnic Majority backgrounds.
- D/deaf, or disabled people
- Neurodivergent people.
- LGBTQIA+ people.
- People from lower socio-economic backgrounds, or living or working in areas of socio-economic deprivation.

Disabled applicants who meet the minimum criteria for this vacancy will be offered an interview under our guaranteed interview scheme.

Purpose of the role

The Venue & Events Supervisor oversees the day-to-day operation of Phoenix Art Space's public spaces, venue hires, and public events. The postholder helps provide a welcoming, safe and inclusive experience for visitors, hirers, studio members and staff.

The role coordinates venue bookings and the practical delivery of events, supports income generation, supervises relevant staff and contractors, and coordinates event volunteers. It also supports front-of-house and office systems, working closely with colleagues to deliver Phoenix Art Space's charitable aims.

Responsibility for public events is operational. The postholder coordinates their practical delivery with the colleagues responsible for programming and content.

Venue hire and event delivery

- Manage relationships with existing and prospective hirers, arrange viewings and negotiate hire contracts within agreed authority.
- Coordinate bookings and communicate agreed arrangements to hirers and relevant colleagues.
- Arrange access, welcome clients and coordinate room/space setup for exhibitions, meetings, workshops, seminars and other hires. Ensure spaces are left clean and clear after use.
- Set up and operate basic audio-visual equipment for events, seeking specialist support where required.
- Coordinate storage, parking and staffing requirements with the appropriate colleagues.
- Ensure event-specific risk assessments are completed and that insurance requirements are understood and agreed before each hire.
- Liaise with hirers about event catering, and notify the café as required.
- Coordinate the operational delivery of public events at Phoenix Art Space.
- Work with the Studios Manager, Buildings Manager and members of the team to coordinate the operational delivery of the annual Open Studios event.
- Recruit, brief and coordinate volunteers for specific events, including Open Studios.

Marketing and income generation

- Work with the Marketing & Communications Coordinator to promote venue hire.
- Provide colleagues with accurate hire information and supply promotional images and text to the Marketing & Communications Coordinator when appropriate.
- Contribute to income generation through hire of the ground-floor spaces, including the Main Gallery, for corporate, community and other appropriate uses.
- Work with the Finance Manager and Executive and Artistic Director to set hire rates and support achievement of annual income targets.
- Raise invoices for venue hire and events, monitor payment and follow up outstanding invoices with reminders.

Public spaces and workshop rooms

- Work with front-of-house staff to welcome visitors and provide clear information about Phoenix Art Space's activities and opportunities to get involved, for example through the Supporter scheme or making donations.
- Support inclusive gallery interpretation and visitor engagement in line with Phoenix Art Space policies.
- Liaise with the Head of Learning & Engagement and workshop users to organise storage of materials and work, including allocating cupboards and shelves.
- Ensure workshop rooms are free of clutter and arrange removal of unwanted items in agreement with the relevant users.
- Ensure workshop rooms are stocked with necessary cleaning and catering supplies.

- Report required repairs or redecoration to the Buildings Manager.
- Ensure signage is clear and appropriate, particularly fire safety notices.
- Ensure the first-aid kits are fully stocked and easily accessible.

Safety and safeguarding

- Carry out day-to-day safety checks of public spaces and event-specific checks, keeping access routes clear and reporting hazards promptly to the Buildings Manager.
- Work with the Buildings Manager to update relevant risk assessments and put agreed event safety measures into practice.
- Act as a fire warden and follow the organisation's emergency procedures.
- Act as Deputy Safeguarding Lead and as a First Aid Officer, following Phoenix Art Space procedures and completing the training required (provided by Phoenix or through external suppliers) for these responsibilities.

Office systems and staff supervision

- Line-manage the Administrator & Front of House Invigilator and Cleaner, and oversee the work of external cleaning contractors.
- Work with the Administrator & Front of House Invigilator to maintain and improve office systems and procedures, including collation of visitor numbers and feedback, filing, post, telephone and email, and support colleagues in using them.
- Act as a point of contact for external IT contractors, escalating issues to the Executive and Artistic Director.
- Work with the Administrator & Front of House Invigilator to keep office supplies stocked.
- Act as a second point of contact for studio members in the Studios Manager's absence.

General responsibilities

- Work in accordance with Phoenix Art Space policies.
- Work flexibly within the agreed hours and rota to support the programme, including evening and weekend duties as described in the key information.
- Attend relevant meetings and undertake training needed for the role.
- Undertake other reasonable duties within the scope of the post.
- Represent Phoenix Art Space positively, locally, regionally and nationally, as required.

This job description is a guide to the main duties of the post and is not exhaustive. It may be amended by your line manager, in discussion with you, to reflect the needs of the organisation and the scope of the role.

Person specification

Essential criteria

- Experience of customer service in the arts, retail, hospitality or another public-facing setting.
- Excellent written and verbal communication skills.
- Experience of coordinating events, bookings or the day-to-day operation of public spaces.
- Experience of helping to plan and set up events or exhibitions, taking initiative to identify and complete practical tasks.
- Ability to prioritise competing tasks and manage time effectively.
- Ability to resolve practical problems calmly and efficiently, using initiative and seeking support when needed.
- Experience of supervising or coordinating staff, volunteers or a small team.
- Experience of using office systems, maintaining accurate records and handling booking and financial information.
- Understanding of safe working practices and a commitment to providing an accessible, inclusive visitor experience.
- Ability to work collaboratively with colleagues, clients and a diverse range of visitors.
- Ability to work the evening and weekend pattern stated in this pack and willingness to undertake training required for the role.

Desirable criteria

- Experience in installation and de- rigging exhibitions and /or events.
- Experience in an arts or cultural organisation, or an interest in contemporary visual arts.
- Experience of working with children, young people, and /pr vulnerable adults.
- Experience of setting up and using audio-visual equipment to support events, such as microphones, speakers, projectors and screens.
- Experience supporting venue hire promotion or income generation.
- Experience recruiting or supporting volunteers.
- Relevant first-aid, fire-warden or safeguarding training.

How to apply

Email your application to info@phoenixartspace.org by **5 pm on Thursday 3 December 2026,** using **“Venue & Events Supervisor”** as the subject line.

Please send your application well before the deadline to allow for technical issues. Late applications cannot be considered.

Please provide:

- Your CV, no more than two sides of A4, using a minimum font size of 12pt.
- A covering letter of no more than two sides of A4, using a minimum font size of 12pt, **OR** an audio/video statement of no more than three minutes, submitted as a .MOV file by email.
- Contact details for two referees and instructions for contacting them if you are offered the post.

Your covering letter or audio/video statement **should explain your interest in Phoenix Art Space and this role, and how your skills, knowledge and experience meet the person specification.**

- For a written application, combine your CV, covering letter and referee details into a single PDF.

OR

- For an audio/video application, send your statement as a .MOV file attached to your email, together with your CV, name, contact details and referee details as a PDF file.

Candidates requesting consideration under the guaranteed interview scheme should state this in their covering letter and include details of any access support they may require to attend an interview.
If you submit an audio/video statement instead of a covering letter, include this information in your accompanying email.

Applicants are also asked to complete an anonymous **Monitoring Survey** when submitting their application. This will help Phoenix Art Space to better understand the protected characteristics of those interested in our opportunities and how we can improve our application process to broaden the diversity of those we are working with.

We encourage applicants to tell us about any adjustments or support they need during the application process. Please contact Chloe Hoare, Head of Learning & Engagement, before the deadline at chloe@phoenixbrighton.org or on 01273 603700.

Application deadline: 5pm on Thursday 3 December 2026.
Interviews: Wednesday 16 December 2026.
Expected start date: January 2027.