

Salisbury City Hall

The City Hall is the region's leading multi-purpose entertainment venue, hosting a wide range of nationally promoted events including music, stand-up comedy, exhibitions and conferences.

We are looking for two highly motivated and experienced managers to join our team reporting to the General Manager and to take leading roles in the next exciting stage of the venue's development.

Operations Manager

£26,276 - £28,636 p.a.

Ref: DNP10/09

You will be responsible for the operations and organisation of a diverse range of public events where the delivery of the highest levels of customer experience and safety are the top priority.

The ideal candidate will have strong leadership, inspirational, organisational and financial skills together with proven experience of successfully leading a busy operational team at senior management level. The post is responsible for the management of a highly successful licensed bar service therefore experience of this is essential together with a working knowledge of premises licensing regulations. Above all a flexible attitude and a keen eye for attention to detail are essential.

Sales and Marketing Manager

£23,708 - £26,276 p.a.

Ref: DNP10/10

You will have a successful track record in sales and marketing together with the ability to initiate, plan and implement marketing and communications strategies that will increase sales and develop the City Hall's brand and identity as the most popular entertainment venue in Wiltshire.

We are looking for someone to lead a flexible, customer orientated marketing and ticketing operation. The ideal candidate will have proven staff management and budgetary skills and a sound knowledge of marketing principals are essential together with a flexible approach and a strong commitment to the highest standards of customer service. Experience of computerised ticket office systems and electronic marketing concepts would be a distinct advantage.

For an informal chat about both posts contact Phill Smith General Manager on 01722 434331.

Our preferred method of application is online at www.wiltshire.gov.uk/jobsandcareers If this is not possible application packs can be obtained by contacting the Recruitment Team, Human Resources, Wiltshire Council, Trowbridge, Wiltshire BA14 8JN. Tel: 01225 713295 (24 hour answerphone) quoting the relevant reference.

Closing date for both posts: 7 May 2010.

Interview date: week commencing 17 May 2010.

Committed to equality of opportunity.

All applicants will be selected on their merits.

We promote flexible working patterns and will consider job sharing.



TRIBAL

ARTWORK SIGN-OFF

File name: 329261 Stage 22.4

Version: 3

Size: 210x122

Artworker: Jake

AH/AM: Laura M

Artworker

Studio Manager

AH/AM