



Role: Operations Coordinator - Maternity Cover with Possibility to Extend

Location: The Grand, Clitheroe

Hours: 16+ hrs p/week

Start Date: Flexible

Salary: FTE: £28,000 - £30,000 (pro-rotta)

Applications Closing Date: Friday 1st June 2026

ABOUT THE GRAND:

The Grand at Clitheroe is a unique multimedia, live music and arts concert venue. Providing a creative and inspirational experience through holistic engagement of the arts. Committed to the social, spiritual, cultural, educational and emotional development needs of young people and the broader community.

The Grand Venue is located in the Centre of Clitheroe and comprises a large auditorium (capacity: 400), professional recording studios, rehearsal rooms and offices.

We engage our community through an eclectic programme of live events, regular creative classes, creative projects, creative learning projects and outreach initiatives alongside other providers within the local community, including schools, churches and other various arts organisations.

ROLE:

This is an exciting opportunity for an organised and proactive individual with a passion for live events and a keen eye for detail.

This role sits at the heart of our operations, coordinating the practical delivery of a busy and varied programme of events. You will play a key role in ensuring everything runs smoothly, from staffing and rotas to event planning and delivery, working closely with teams across the organisation to bring each event to life (roughly 1 event p/week).

You will lead on weekly operational planning, acting as a central point of coordination between departments, touring artists, and external partners. The role involves managing schedules, overseeing event set-up, and ensuring clear communication across all areas.

Working closely with the wider team, including the Programme Manager, Bar Manager and technical staff, you will help ensure a seamless experience for both audiences and artists. You will also take the lead on selected events and step into operational roles where needed, particularly during busy periods.

This role is offered on a 12-month fixed-term contract to cover maternity leave, with the possibility of extension.

WORKING HOURS

A minimum of 16 hours p/week to be worked across the following days / times. All work to be carried out in The Grand offices, unless otherwise agreed.

- Tue: 9 - 5 (Mandatory - in office).
- Remaining hours are flexible - to be worked across Thurs and Fri
- Additional hours are rostered to requirements and may include some evening and weekend work.

MAIN AREAS OF RESPONSIBILITY

- Lead weekly full-team operations meetings, ensuring staffing, event set-up, and delivery



- plans are in place
- Manage and coordinate all room bookings across the venue using our CMS, alongside the Programme Manager
- Join The Grand's Leadership Team for weekly operational, HR and troubleshooting meetings
- Oversee scheduling of event staff, security, and technical teams
- Manage and coordinate The Grand's volunteer programme, including rota coordination, recruitment and organising meetings and social events
- Coordinate Box Office rotas
- Work closely with the Bar Manager to plan and implement bar staffing rotas
- Oversee event planning processes, including completion of weekly Event Advances
- Work alongside the Creative Projects Lead to oversee payments, administration and communication for The Grand's flagship Be My Band project
- Coordinate and manage hospitality riders for visiting artists
- Review and debrief operational issues, identifying and implementing solutions
- Liaise with touring artists, bands, and promoters to share and confirm pre-event information
- Act as the primary contact for The Grand Choir, overseeing all related activity
- Provide operational cover as Event Lead or Box Office staff when required
- Respond to event queries and manage emergencies during live operations

PERSON SPECIFICATION:

Essential attributes

- Previous experience in events management and operations
- At least two years experience co-ordinating or managing a team
- Highly organised with strong attention to detail
- Excellent administrative and organisational skills
- Strong communication skills, both written and verbal
- Excellent interpersonal skills, with the ability to work effectively as part of a team
- Self-motivated, proactive, and resourceful
- A solutions-focused approach with strong problem-solving abilities
- Positive, energetic, and enthusiastic, with a can-do attitude
- Ability to work under pressure and manage competing priorities to tight deadlines
- An appreciation and respect of the Christian ethos of the organisation

Desirable attributes

- Previous experience coordinating volunteers
- A keen interest in music and the arts

APPLICATIONS:

Please send a **C.V.** (no greater than 2 sides of A4) and **covering letter** (no greater than 1 side of A4).

Closing date: Friday 1st June 2026

Interviews: Thursday 11th and Friday 12th June 2026

Covering Letter Guidance

Based on the main areas of responsibility detailed above, please detail the following in your covering letter:

- Why you are interested in the role.
- What relevant experience makes you suitable for this position.
- What skills and strengths you would bring to the role.

Please send applications by email to emily@thegrandvenue.co.uk or post to Emily Lord, The Grand, 18 York Street, Clitheroe, BB7 2DL