

JOB VACANCY

DINNINGTON ST JOHN'S TOWN COUNCIL

Seeks to employ a highly motivated, flexible individual to assume the new role of Events Manager at The Lyric.

Applications are invited for the exciting new position of Events Manager of The Lyric, our multi-function community venue.

This is a permanent part-time (15 hours per week average), non-residential position offering flexible hours that will include evening and weekend work dependant on use of The Lyric. The Council seeks an individual offering:

- Venue management and promotion (essential)
- Good communication skills (essential)
- High standards of customer service (essential)
- Computer literacy (desirable)

Salary: £22,658 (NJC Scale 25) (£9,186 pro rata equivalent)

Applications will be by application form, and the closing date for applications is Friday 22nd September 2017.

Interviews are scheduled to take place in the week commencing 9th October 2017.

For further information, including a full job description and terms of employment, please contact the Clerk to the Council at dsjtc@hotmail.co.uk or call 01909 564169, leave a message and we will post the documents to you.

www.dinningtonstjohns.org