



Freelance Interim Venue Manager

Lansdown Hall & Gallery, Stroud

8 hours a week | £25 per hour | Freelance | Initial 6-month contract

Help us make the most of one of Stroud's distinctive independent arts and community venues.

We're looking for an organised, proactive and people-friendly Venue Manager to keep Lansdown running smoothly, bring our part-time staff and freelance team together, and make sure things get followed through.

You'll also have an enterprising eye for opportunities – helping us make better use of our spaces, strengthen bookings and earned income, and build useful local partnerships, while keeping Lansdown's independent, creative and community character at its heart.

Formal review after 3 months.

Interested? Send your CV and a short covering statement to jobs@lansdownhall.org.

Closing date: Thursday 1st October

Find out more

This is a hands-on coordination and oversight role at the heart of Lansdown. You'll bring together our small team, keep an eye on what's coming up and make sure actions, issues and responsibilities don't fall through the gaps.

You'll help to:

- keep venue operations, events and hires running smoothly;
- Coordinate and support our small team, providing clear day-to-day operational management;
- identify problems, risks and practical improvements;
- maintain oversight of buildings, safety and compliance;
- keep an eye on bookings, events and earned income;
- find opportunities to increase venue use, income and partnerships; and
- keep Trustees informed through concise monthly reporting.

We're looking for someone who is organised, proactive, commercially aware and good with people – someone who can see what needs doing, make useful connections and help Lansdown develop as well as run effectively.

This is an oversight and coordination role, not a general admin post. Specialist work stays with the relevant team members.

Experience in venues, arts, events, charities, hospitality or community organisations would be useful, and knowledge of Stroud and its networks would be a real advantage.

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