

Strathearn Arts

Job Description: Venue and Operations Coordinator

Are you passionate about arts and culture and want to make a difference?

Strathearn Arts is seeking an enthusiastic Venue and Operations Coordinator to join our team. We are looking for someone to support the day-to-day management of our facility, which includes the readiness of our venue for community hires and delivery of our programme of events.

This role plays a vital part in ensuring that visiting guests, hirers and performers have a positive experience at Strathearn Arts. You'll be responsible for using our systems to schedule and coordinate the various tasks that maintain our venue and deliver great performances.

This is an exciting opportunity for a focused individual who has good organisational and interpersonal skills, can prioritise tasks effectively, and demonstrates excellent attention to detail.

Terms of Employment

Job Title: Venue and Operations Coordinator

Reports to: Finance & Operations Manager

Responsible for: Fulfilling venue hire & pre-event tasks

Salary: £27,040 FTE, pro rata for 20 hours per week (£13,520 actual annual salary), plus employer pension contribution. The salary will be subject to a pay review on 1 October 2026

Hours: The post will be for 20 hours per week; this includes flexible hours to meet the demands of the post, including evenings and weekends when required

Holidays: 29 days per annum, inclusive of bank holidays (Offered on a pro-rata basis)

Notice Period: After a satisfactory 1-month review, the notice period is increased from 2 weeks to 1 month

Place of work: Strathearn Arts, 6 Comrie Street, Crieff, Perth and Kinross, PH7 4AX

Safeguarding: This post is subject to an enhanced Disclosure Scotland check

Key Duties and Responsibilities

Venue Hire

- Manage systems to ensure the venue hire process delivers our annual revenue objective, through effective input of relevant data & reforecasting
- Develop an annual marketing plan to promote hire of the various spaces
- Timely response to hire opportunities, with personal follow-up as appropriate
- Ensure that hires meet our own criteria, our building is kept safe & secure, & that invoices are paid on a timely basis

- Understand and deliver hirers' needs and requirements
- Setting up any technical requirements for hires
- Maintain relationships with recurring hirers

Events

- Manage systems to publish Events to our online box office, responding to buyer queries and noting any accessibility needs
- Manage systems to schedule, in advance, all pre-event tasks to ensure we are ready to deliver a great performance on event day
- Liaise with performers and their agents to fully understand their technical and other expectations, ensuring that they understand our operational requirements in terms of directions, arrival, set up times, available facilities etc.
- Liaise with colleagues to ensure all volunteer and staff roles are filled in advance of performance day
- Ensuring our in-house digital and printed event marketing remains relevant and up to date
- Partner with Finance & Operations Manager to review, action and respond to post Event feedback from colleagues, volunteers, guests & performers. Identify opportunities for delivering continuous improvement

Operations

- Partner with Finance & Operations Manager to ensure systems are maintained that identify & fulfil regular Fire, Health, Food & Safety routines
- Partner with Finance & Operations Manager to review, action & respond to Facilities Assist submissions from all building users. Identify & prioritise immediate fixes in addition to opportunities for delivering continuous improvement
- Manage third-party suppliers in terms of the quality & consistency of services & goods provided

Please note the post-holder must be prepared to undertake additional tasks, duties and responsibilities at the request of the Finance & Operations Manager that broadly align with the key responsibilities of this role.

Person Specification

Essential

- Track record of good computer literacy, including experience working with additional software and applications bespoke to individual organisations
- Strong interpersonal and relationship-building skills, with the ability to engage with a wide range of people and organisations
- Strong organisational skills, with the ability to coordinate multiple tasks and meet deadlines
- Experience monitoring, evaluating and reporting on projects and activities
- Ability to work independently and as part of a team

- Ability to work flexibly, which may include an element of weekends and evenings as required to meet the needs of the post

Desirable

- Experience working in an arts, cultural or community organisation
- Experience of managing end-to-end processes
- Experience working with internal and external stakeholders to deliver a positive outcome

APPLICATION PROCESS

Please use this [online application form](#) to apply, fully answering the questions and upload the following:

- An up-to-date CV
- A covering letter with any additional information, which should also include the details of two referees, including at least one previous employer

Application Deadline: 5pm, Thursday 20 August 2026

Interview Dates: Wednesday 26 & Thursday 27 August 2026

Please contact gordon.mcdowall@strathearnarts.org if you have any questions about the role.