



# Assistant Venue Manager

Recruitment Pack - 2026

**SUBU**  
Students' Union  
Bournemouth University



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## Our Mission

**To be  
dedicated in  
working for  
students'  
interests,  
with brilliant  
people and  
services**



## Our Vision

**For every  
student to  
believe we  
supercharge  
their life - at  
BU and  
beyond**

# Welcome

## Introduction from the CEO

Thank you for your interest in joining our team at The Students' Union at Bournemouth University (or SUBU for short). I am always excited to welcome new colleagues to our committed and talented team who work every day to create positive experiences for BU students.

SUBU is dedicated to enriching the lives of Bournemouth University students, whether that is through clubs and societies, putting on events in our venues or by supporting students with our Advice Service. We exist to further the interests of students at Bournemouth University, and everyone in our team contributes to that.

At SUBU, you'll find people who are passionate about their work, and believe in our values of Supportive, Progressive, Integrity, Collaborative, and Equity.

We want you to help us achieve our strategic goals. If you think you have the right skill set, a positive attitude and feel that you can be a great addition to our team, we would love to hear from you.

In return we'll give you a dynamic and fun working environment, where two days are rarely the same. You'll work in a friendly and ambitious team to create a real difference in the lives of our members.

At SUBU we want the right person for the role, so we recruit people, not CVs. If you are not sure if you have what is required in the person specification, but think you are a good fit for our organisation then we strongly encourage you to go for it!

I look forward to your application, and hope to see you soon.



**Andy Squire**  
**Chief Executive Officer**

# Why work for SUBU?

At SUBU our team have collaborated to define our values so that we live by these and work in an environment that offers support and progression. We offer flexible working conditions in a can do and positive environment, prioritising a work life balance.

As well as supporting students and having a positive impact on their time at Bournemouth University, you will be able to enjoy all of the staff benefits below;

## Holiday entitlement



- 28 days for all full-time staff (pro rata for part time staff)
- Plus two week closure over Christmas and two additional days off around August bank holiday.
- Extra day off on your Birthday.

## Training and Development



- Personal Development fund available.
- Work related professional development opportunities.
- Access to executive coach for work related support/guidance.

## Health & wellbeing



- 35 hour working week to support work life balance.
- Employee Assistance Programme service.
- Discounted on site gym access + Free annual Wellbeing Review (including exercise, nutrition & massage).
- Cash plan to recover glasses cost and free eye tests.
- Cycle to work scheme.

## Other



- Salary Sacrifice Pension.
- Healthcare plan with 24hr access to GP.
- Day off to volunteer at a registered charity.
- Sick Pay Benefits.
- Significant Discounts on high-street brands.
- Enhanced Maternity and Paternity Leave.
- Free venue entry to 'The Old Fire Station'.
- One-off Gender Expression fund payment of £100.

# Our Values



## **Supportive:** We've got your back

- We stand with students through high and low - never alone, always supported.
- We show empathy and compassion.
- We understand and respond to what people need.



## **Progressive:** Pushing for better

- We're bold, innovative, and always push for change that makes student life better.
- We pursue growth and learning to stay ahead of the curve.
- We actively seek, use, and respond to feedback.



## **Integrity:** Doing what's right

- No shady stuff - we'll do what's right even when it's hard.
- We are authentic; our actions and words align.
- We are open and honest.
- We are accountable.



## **Collaborative:** Stronger together

- 16,000 voices, one community - we make things happen shoulder to shoulder.
- We work together and have fun together.



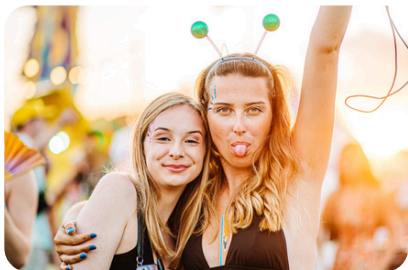
## **Equity:** Embracing individuality

- Everyone matters, everyone's included, everyone gets their shot.
- We listen, embrace differences and work for a level playing field.
- We are proactive and focus on the process - not just the end result.
- We advocate and lobby on behalf of those who need it.



# Our Strategic Goals and Objectives

To reach our vision we will focus on four strategic goals.



## 1. Togetherness

Every student will have regular social contact and build meaningful connections at university.



## 2. Purpose

Every student will have the opportunity to explore their passion and purpose, building independence, employability, and confidence.



## 3. Wellbeing

All students will thrive at university, knowing how to access support and navigate challenges with resilience.



## 4. Identity


Students will feel they can be themselves at uni and identify with SUBU as their students' union.

# The Recruitment Process

We welcome all applications and encourage all candidates to apply regardless as to whether they feel they meet all the criteria set out in the person specification.

At SUBU we tackle imposter syndrome by focusing on what people can do and the value they could bring to our organisation.

All vacancies at SUBU are advertised on our website at [subu.org.uk/Jobs](https://subu.org.uk/Jobs)



Here you will find the link to our online recruitment portal, where you can create a login and start your application. Your application form can be completed in stages, saving your progress as you complete the form, for you then to log in at a later date to continue.

Once you have completed, checked and submitted your application, you will be sent a confirmation email. We will start our shortlisting process shortly after the closing date for each job. If you are successfully shortlisted to the interview stage you will be sent an email with the available interview times for you to choose the most convenient for you. If you are unsuccessful at the shortlisting stage you will be notified by email.

At the point of the invitation to interview you will be given the format and interview questions ahead of your selected time/date to allow you to prepare in a considered and measured approach. Our panel will be made up of the hiring manager, a sabbatical officer, and one other member of staff, all of whom will be named for you prior to your interview.

The interview will be friendly and you will be invited to ask questions. Before you meet the panel, you will be taken on a brief tour of the relevant offices and buildings to give you a sense of the environment that you would be working in.

If you are successful following your interview, the hiring manager will work with you to plan your start date and induction. This will include support with any questions and setup requirements, along with any adjustments that you need to work effectively.

If you are unsuccessful, we will contact/inform you in your preferred manner of which we will have asked you prior to interview, plus feedback so you know how the decision was made.

# What the team say

## **Tammy Bowie**

Student Opportunities Manager  
Joined SUBU in 2023

"I love working in an environment where no two days are the same. One day we could be delivering training for 100 people and the next I may be supporting students on a one to one basis."



## **Justyna King**

SUBU Triage Coordinator  
Joined SUBU in 2022

"The organisation is progressive, attentive, and allows you to be the best version of yourself."



## **Andy Elsey**

External Partnerships Manager  
Joined SUBU in 2014

"I really like the flexibility of the job around family life. Being able to be flexible around childcare and school is great."





## About the role

# Assistant Venue Manager

### The Role

The Assistant Venue Manager (Marketing) at TOFS is a dynamic, dual-focused role combining the day-to-day marketing and promotion of The Old Fire Station with hands-on venue management during live events. The position plays a central role in driving audience engagement, event visibility, and ticket sales, while also ensuring the venue runs smoothly and professionally during events.

This role directly supports the delivery of core business objectives and commercial targets. The successful candidate will be highly motivated, commercially minded, and enthusiastic about events and music industry. They will take an initiative-taking approach to marketing and promoting events and they will run campaigns that support audience development and engagement while contributing to delivering high-quality, inclusive, live entertainment experiences. Previous experience in the live entertainment industry or venue / event management is required.

### About The Old Fire Station

The Old Fire Station is a unique, 1200 capacity nightclub and 550 capacity live music venue in the heart of Bournemouth. Playing host to a diverse line up of events, it has become an iconic venue on the south coast. Since 1995 the venue has acted as nightclub and music venue for the Students' Union at Bournemouth University (SUBU), while also being open to members of the public for a variety of gigs and events throughout the year.

Apply online via [subu.org.uk/Jobs](https://subu.org.uk/Jobs)

Job Title:	<b>Assistant Venue Manager</b>
Hours:	<b>35</b>
Salary starting from:	<b>£26,500 - £36,000 (Salary Band C1)</b> In line with SUBU's pay framework, new employees are appointed at the lower end of the salary band.
Responsible to:	<b>Head of TOFS Venue Manager</b>
Responsible for:	<b>Team members</b>
Place of work:	<b>The Old Fire Station, Bournemouth</b>

## **Purpose of role**

- Be a key member of The Old Fire Station management team alongside the Venue Manager and Operations Manager.
- Take a lead role in management planning of venue operational issues to facilitate a profitable programme of in-house, promoter and live music events.
- Maximise sales & attendance of events at the Old Fire Station in line with the expectations of the Venue Manager and overall venue Business Plan.
- Plan, develop and programme multi-platform communication and promotional campaigns, event content and brand development to facilitate profitable venue operation including the end of year festival style celebration, the Summer Ball.
- Manage the venue teams during events on rotation with the venue management team.
- Guide and advise on the venue Business Plan to utilise opportunities in new markets, trends or with customer delivery.

## **Key Tasks**

- Marketing Duties
- Plan and create effective marketing plans and strategies for the venue & SUBU Summer Ball.
- Work with the SUBU Communications Team to share marketing plans, content schedules and key messages in advance, identifying opportunities for cross-promotion across organisation-wide campaigns.
- Oversee and maintain brand distinction and values between different nights, activities, and entities (including The Old Fire Station, SUBU, and BU brand guidelines.)
- Ensure effective marketing of events through the media of online content, promotional print distribution, ensuring content is up to date and promotional teams are briefed accurately.
- Keeping relevant social media accounts and websites, including The Old Fire Station and SUBU Summer Ball, up-to-date and with a high standard of content.
- Planning, designing and production of promotional materials: Oversee the creation, planning and production of marketing materials with contracted designers where required and ensure event information is accurate and entered into our communication streams in a timely manner.
- Liaise and build relationships with promoters to ensure seamless event delivery from point of sale, marketing and ticketing to the live event.

## **Analytical Duties**

- Segment customer data appropriately, ensuring measurement of social and digital engagement. Analyse metrics to constantly refine and improve marketing impact.
- Data Duties: Ensure record keeping is accurate and secure. Manage the contact data of customers and segment effectively for social media and email.

## **Compliance Duties**

- Ensure compliance with data protection requirements of SUBU with respect to customer data.
- Ticketing – manage venue ticketing platforms alongside promoters' platforms ensuring no event can oversell

## **General for all staff**

- Key Union Events Duties: proactively to assist with the organisation and administration of Union events such as Fresher's Fayre and the Summer Ball.
- Staff must always adopt and endorse the company's strategy and values as well as all supporting policies, across all aspects of the role.
- Participate in training, meetings or conferences considered relevant to their job with agreed Personal Development plan
- Carry out your duties with full regard to the rules, policies and procedures and conditions of service contained in the staff handbook.
- Abide by the Organisation's policies and procedures.
- Adhere to all health and safety legislation.
- SUBU is committed to promoting, educating, and taking direct action on environmental sustainability. All SUBU employees are expected to integrate environmental sustainability values and action into their role where feasible.
- To undertake any other task that is deemed reasonable within your skill set

## **Person Specification**

### **Essential:**

- Flexible, well organised, and open to innovative ideas.
- Strong customer focus with excellent attention to detail.
- Experience of event promotion and delivery within an entertainment, events, or club environment.
- Understanding trends in events, nightlife, and digital communications.
- Engaging communication skills, both written and verbal.
- Proven experience of duty managing events.
- Demonstrable leadership skills with the ability to motivate and support others.
- Confident IT skills, including Microsoft Office and online platforms.

### **Desirable:**

- Experience using digital marketing tools and social media platforms.
- Working knowledge of Adobe Creative Suite.
- Experience supporting marketing campaigns or promotional activity.
- Understanding of marketing communications within a venue or student-led environment.
- An understanding of health and safety responsibilities within a venue environment



# Pay Bands

Chief Executive Officer and Full Time Officers are not included within this system. Please refer to pay policy for this information.











Each band base will be increased annually at the same rate or less than that years COLA, to permit length of service progression within the band. Bases may also increase based upon ongoing market rate research and Hays reviews.

The split in each band, shown as darker & lighter blue (e.g B1 or B2) provide a higher starting point for some non-standard or specialist roles. All roles within a complete band (e.g B1 & B2 combined) have the same maximum so roles all progress up to the same limit.

Adjacent bands may share a partial salary crossover to allow for varied experience, skills & knowledge levels to be recruited and rewarded.

Bands D & E have identical bases as this is the amount SUBU will never pay less than, as reviewed annually through the Board. Maximums for each band do differ however, to allow further progression within higher bands.

**In line with SUBU's pay framework, new employees are appointed at the lower end of the salary band.**

	Band A Max	£65,000	
	A2 Base	£60,000	
	A1 Base	£48,800	
A1			A2
	Band B Max	£43,500	
	B2 Base	£41,000	
	B1 Base	£34,000	
B1			B2
	Band C Max	£36,000	
	C2 Base	£31,000	
	C1 Base	£26,500	
C1			C2
	Band D Max	£28,500	
	D2 Base	£25,500	
	D1 Base	£23,500	
D1			D2
	Band E Max	£26,000	
	E2 Base	£25,000	
	E1 Base	£23,500	
E1			E2

# Meet the hiring manager

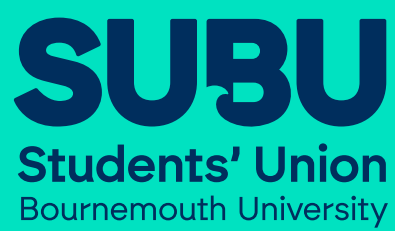
**Sam Cox**

Head of TOFS Venue Manager

Sam Cox leads the team at The Old Fire Station. Other than 2 full timers, contracted promoters and security staff all the venue staff from bar staff, to technical staff are all students at Bournemouth University (BU) or Arts University Bournemouth (AUB).

The Old Fire Station prides itself not only in the development of students during their time at BU or AUB as part time venue staff, but also in the development of student led events offering students the chance to raise money or develop ideas for events giving them real world, practical experience.

For an informal chat about this role please email [scox@bournemouth.ac.uk](mailto:scox@bournemouth.ac.uk) to set up a call.



**[subu.org.uk](http://subu.org.uk)**