

China Exchange in the heart of Chinatown gives visitors more reasons to come to the area than dim sums and fried noodles.

China Exchange is anchored by its Prudential Series of conversations with exceptional people who have led extraordinary lives, and the Pure Land Series that promotes social, spiritual and emotional well-being.

China Exchange, a UK registered charity, also provides an extensive programme of talks, music, exhibitions, performances, workshops and demonstrations with global contexts, and often inspires greater curiosity and understanding of China's impact on the world. With free events every month and the majority of tickets under £13, over 12,000 people have visited since China Exchange opened during 2015's year of the Goat.

We are seeking an energetic person to join our small and hardworking team while our Programme and Venue Manager takes her maternity leave. You can find out more about our work here:

<http://www.chinaexchange.uk>

To apply, please send a CV and covering letter to Debbie Gerrard ([d.gerrard@chinaexchange.uk](mailto:d.gerrard@chinaexchange.uk)) by 26 April.

### **Job Summary**

Job Title: Programme & Venue Manager (maternity cover)

Responsible to: CEO

Main Objectives:

- Developing client relationship with prospective clients to engage China Exchange with excellent projects in line with our mission
- Managing the delivery of assigned programme with the team
- Working with colleagues to maintain three floors of event space at China Exchange
- Coordinating all aspects of venue hire events as part of the China Exchange team, managing resources and part time event stewards to provide event set-up support including room layout and AV
- Developing a steady flow of venue hire clients to meet the overall venue hire objective and deliver excellent service to those clients
- Managing the relationship with Chinese communities and China affairs

Venue Hire

- To develop the commercial rental of China Exchange spaces to support our financial sustainability
- To secure a regular flow of bookings for our beautiful venue spaces
- To work with venue hire clients to ensure that their events run smoothly with minimal impact on the wider work of China Exchange which will involve the support of the full time team and part time event stewards

## China Exchange Programme

- Ensuring that assigned events at China Exchange are run to an exacting standard
- Coordinating teams of full- and part-time staff and volunteers to service events effectively
- Delivering internal and external programme activities that reflect China Exchange's purpose and that will build the organisation's reputation
- Analysing and reporting on audience data

## Building Management

- To ensure that the building is maintained and kept decorated to correct standards
- To manage the contracted Cleaning team and other service contractors to ensure that housekeeping and presentation standards are maintained
- To be conversant with the Building Management System, to include Heat & Ventilation, Fire & Intruder Alarms, CCTV and Access Control
- Assist with IT and AV issues
- To provide the highest level of customer and audience care and service at all times
- Any other duties that arise to fulfil the objectives of China Exchange