

FABRICA

Job Title	DUTY EVENT MANAGER (FREELANCE)
Working pattern	This is a freelance role offering somewhere between 2 and 4 shifts a month
Pay	£16.30 an hour on receipt of an accurate invoice. You will need to be registered to cover your own taxes.
Contract type	Freelance
Ideal start date	24 July 2026
Application deadline	9am on Monday 22 June 2026
Interview date	7/7/26 or 9/7/26

Fabrica is seeking two experienced, confident and highly organised **Duty Event Managers** to join our freelance events team at our venue in central Brighton

About Fabrica:

Fabrica is an arts charity and venue in central Brighton, based in the former Holy Trinity Chapel, a 19th-century Grade II* listed building. We have a strong reputation for supporting artists to develop and present new work, through major commissions for our space and our Making Space programme for work-in-progress development. Alongside this, we deliver a varied programme of exhibitions, events, film screenings and creative activities that engage diverse audiences with contemporary art.

Commercial income has long been an important part of Fabrica's sustainability, primarily through venue hire for weddings, private celebrations, corporate events and cultural hires such as festivals and The Great Escape, supported by our café-bar operation. Since April 2023, this has become an increasingly significant source of income alongside a broader mix of funding, including grants from trusts and foundations, National Lottery funding, statutory service contracts, ticket sales, donations and in-kind support for our public and community programmes.

www.fabrica.org.uk

Purpose of the role:

Our Duty Event Managers play a vital role in Fabrica's public-facing operations, shaping the experience of everyone who comes through our doors. From weddings and private celebrations to cinema nights, gigs, art fairs, exhibitions, talks and workshops, you will ensure both commercial hires and public events are delivered safely, smoothly and to a high standard.

Acting as the lead on-shift contact, you will oversee the day-to-day running of events, supporting staff, contractors and clients, and making sure every detail contributes to a welcoming, well-run and enjoyable experience. This is a people-focused role at the heart of the organisation, ideal for someone with a strong interest in the arts and charity sector and a commitment to excellent customer care.

Hours of work:

Hours of work are variable and determined by Fabrica's programme of public events and schedule of private venue hires. Shifts are offered on a freelance basis and will typically include evenings and weekends, with the number of shifts varying depending on the events calendar.

Reporting and line management:

Duty Event Managers are line managed by, and report to Fabrica's Venue Hire Manager and our Production & Partnerships Manager

KEY TASKS

Overall Responsibilities

- Ensure safe running of all events- adhering to Fabrica's health and safety procedures
- Direct freelance Fabrica events staff, ensuring safe and effective working practices
- Maintain high levels of customer service from booking through to post-event
- Act as the main point of contact for clients during events
- Liaise with subcontractors and ensure compliance with Fabrica procedures
- Ensure all events meet Health & Safety requirements and are risk assessed
- Ensure compliance with Premises Licence conditions, including Challenge 25
- Oversee bar operations, including financial accountability
- Manage all stages of event delivery (setup, live event, breakdown)
- Ensure the gallery is cleaned, cleared, and reset after events
- Troubleshooting any problems and issues that arise on the day of the event

Main Duties (Event Delivery)

- Oversee event setup, ensuring it is carried out safely, efficiently, and in line with Fabrica procedures
- Ensure sufficient bar stock is available and arrange additional stock where required
- Brief and coordinate freelance staff (bar staff, stewards, security)
- Manage the live event, acting as the main point of contact for the hirer
- Setting up AV equipment's (PA and projectors) to meet the needs of the hirer
- Respond to emergencies or unexpected situations appropriately
- Review and adapt event risk assessments and ensure control measures are implemented
- Ensure staff are briefed on Health & Safety procedures (manual handling, fire safety, evacuation)
- Monitor bar operations and service quality
- Reconcile bar takings and manage cash handling in line with procedures
- Ensure correct use of the POS system
- Complete event reconciliation forms where required
- Oversee clearing, cleaning, and recycling of the venue
- In the event of an emergency lead an evacuation

Additional Duties

- Liaise with hirers in advance of events to confirm requirements
- Liaise with staff and contractors prior to events for briefing and coordination
- Support financial reporting, including reconciliation and profitability tracking

Personal specification:

We are looking for friendly, reliable and proactive individuals with the enthusiasm and determination to make every event a success, and who are committed to ensuring every visitor, client and audience member has the best possible experience at Fabrica, helping to create welcoming, well-run and memorable events.

The specific knowledge, skills and experience we are looking for:

Essential

- Experience in a busy customer facing environment (such as bar or theatre)
- Supervisory experience in a hospitality or events environment
- At least one year working in the events sector
- Strong interpersonal skills
- A good understanding of managing and maintaining a bar
- Interest in the arts/ culture scene
- Proactive troubleshooting + problem solving skills
- Strong knowledge and understanding of health and safety- proactive and confident approach to maintaining high health and safety standards
- Ability to perform duties that involve lifting and carrying objects and other potentially strenuous movement. These may include boxes of wine, trestle tables, AV kit, moving full lager kegs etc.
- Punctual with good time keeping management

Desirable

- First Aid Qualification
- Fire Marshal Qualification
- Technical experience- e.g. setting up PA, projectors, TVs, lighting
- Personal Licence Holder
- Experience working in historic and/or unconventional events/art spaces

Applications must be made by email prior to the deadline of **9am on Monday 22 June 2026**.

Please complete the online form [available here](#) or on our website: (fabrica.org.uk/jobs) and upload a relevant CV.

Please also complete the anonymous Equality and Monitoring Form (this can also be found via a link provided on the website vacancy listing).

Interviews will take place in person on **7 and 9 July 2026**.

Shortlisted applicants will be notified by email in the first instance to arrange an interview time, but we may follow up with a phone call.

All applicants will be contacted by **26 June 2026** at the latest.

Fabrica is a disability-inclusive employer. We welcome applications from people with disabilities, including those with neurodivergence, mental health or long-term health conditions. The building is Grade II* listed, does not have a lift and parts of it may only be accessed via stairs. Please use the online application form to let us know if you need any adjustments for the recruitment process. Any information you provide will be treated in the strictest confidence and only used for the purpose of providing the adjustments needed. Requesting adjustments will not adversely affect the outcome of your application.

For more information on Fabrica's venue accessibility, see our website: fabrica.org.uk/accessibility

If you have any further questions regarding this role, please email office@fabrica.org.uk or call 01273 778646.