



## **Events, Marketing & Social Media Assistant - The Foundry Sheffield.**

### **Job Description**

#### **About the Role**

Great with people and able to juggle tasks. You will be part of the team responsible for coordinating venue bookings and events, creating engaging marketing content, managing our social media channels, supporting customers throughout their journey, and helping ensure our venues are welcoming, vibrant and professionally presented.

Based at Victoria Hall in the city centre, you'll become an ambassador for our organisation and play a vital role in helping our events and community activities succeed. Occasional local travel to other Sheffield based sites.

#### **+ Key responsibilities**

- Event Coordination & Venue Operations
- Coordinate events from initial enquiry through to successful delivery.
- Prepare rooms and event spaces to customer specifications.
- Act as the main point of contact during events, responding to any issues professionally and efficiently.
- Occasionally help serving refreshments and working behind the bar during licensed events.
- Assist with setting up and clearing down events, sometimes outside standard office hours.
- Carry out stock checks and order event and bar supplies.
- Help maintain welcoming, clean and safe event spaces.

#### **+ Marketing & Social Media**

- We're looking for someone who understands that social media is about building communities—not simply posting content.
- Plan, create and schedule engaging content across our social media channels, including Reels, Stories & posts.

- Develop relevant platforms to generate an engaging audience so we can communicate our news and events
- Write compelling narrative that reflects The Foundry's personality and values.
- Understand different audiences and tailor content accordingly.
- Monitor performance and suggest improvements using social media insights.
- Maintain and update our website with current events and venue information.
- Produce a short monthly newsletter highlighting upcoming activities and success stories.

## **+ Health & Safety**

- Help ensure all events are delivered safely and professionally.
- Act as the designated Fire Marshall whilst on site (training provided).
- Follow health and safety procedures and help maintain compliance across all venues.

## **+ Other Requirements**

- Be an active, engaged and effective member of the staff team.
- Maintain a good understanding of the culture and values of the Foundry.
- Develop positive working relationships with key stakeholders across the Foundry.
- As requested by your Line Manager undertake all other reasonable duties.
- Weekend & evening work is required.