

Venue & Marketing Executive

Recruitment Pack

Do you have a knack for marketing and the drive to turn good ideas into full rooms?

We're looking for a bright, digital-first early-career marketer who enjoys making things happen. You'll market our venue and public programme, run campaigns across paid and organic channels, convert venue enquiries into bookings and help coordinate memorable events.

This is a varied role for someone who combines marketing instinct with strong organisation. Around 60% of your time is spent marketing and growing demand, while 40% is spent coordinating venue hires and public events. If you enjoy seeing campaigns perform, hitting targets, welcoming customers and being part of a lively venue, we'd love to hear from you.

ABOUT DESIGN WEST

Design West is a global centre of excellence for design and placemaking, and a registered charity based in Bristol. We inspire, inform and involve people in shaping better places. Through world-class events, design consultancy, education and collaboration we help create better places to live work and relax.

Our harbourside home has become one of Bristol's most distinctive venues for conversations about architecture, cities, culture and creativity. Our venue income helps fund our charitable work, so every successful booking helps us inspire better places. We're now looking for someone to help us grow its audiences and commercial success.

Our Values: We are design-led, collaborative, creative, expert, independent, open & visionary.

YOUR MISSION

Your mission is to use great marketing to grow audiences, increase venue hires and help make Design West's harbourside venue thrive. You'll lead the marketing and growth of our public programme, venue hire offer, café-bar and public courses. Through brilliant campaigns, customer relationships and well-delivered events, you'll help generate the income that supports our charitable mission.

ROLE SUMMARY

Job Title: Venue & Marketing Executive

Employment Basis: 40 hrs/wk over 5 days to be worked flexibly depending on events

Salary: £28,000 Year 1, rising to £34,000 following a successful first year and achievement of agreed objectives

Employer: Design West

Location of Post: Design West, 16 Narrow Quay, Bristol, BS1 4QA

Reporting to: Chief Executive Officer

Working Closely with: Digital Designer, Venue Team and Wider Design West Team

This is a venue-based, in-person role.

Probationary Period: 3 months

Contract: Permanent

Holiday: 25 days, plus bank holidays pro rata

Benefits: Private Healthcare Package after 1 Year, Charity Bonus Scheme, Company Pension



YOUR PORTFOLIO

- Venue Hires
- Public Programme – Events
- Public Programme – Courses
- Café Bar

RESPONSIBILITIES

Marketing & Growth (approx. 60%)

- Deliver digital marketing campaigns across social media, email and paid advertising.
- Turn agreed campaign ideas into compelling content that generates enquires, bookings and ticket sales.
- Adapt messages for different audiences and channels.
- Market our venue hire offer, public programme, café-bar and courses.
- Schedule and optimise paid social campaigns
- Monitor results and improve campaign performance.
- Work closely with the CEO and Digital Designer to deliver creative campaigns.
- Maintain website content, CRM and marketing data.

Event Co-ordination & Delivery (approx. 40%)

- Manage venue hire enquiries from first contact to confirmed booking.
- Coordinate the practical delivery of venue hires and public events.

- Liaise confidently with customers, speakers, partners, suppliers and the Venue Team.
- Help create a welcoming atmosphere and excellent customer experience .
- Attend regular evening events and become part of the life of the venue.
- Contribute ideas and audience insight to future programme discussion.

WHAT YOU'LL BRING

- You have a knack for marketing and enjoy understanding what motivates people
- You enjoy turning ideas into campaigns that deliver measurable results.
- You get a buzz from filling rooms, hitting targets and securing bookings.
- You love making things happen.
- You enjoy working with customers and creating brilliant experiences
- You're curious, proactive and always looking to learn
- You're comfortable balancing creative work with practical delivery
- You're interested in design, cities, and the built environment.
- Desire to learn about budgeting, commercial performance and how a successful charity grows.

SKILLS & EXPERIENCE

Essential

- Excellent written communication skills, with the ability to write engaging, audience-focused copy
- Experience of successful event promotion / marketing.
- Strong organisational skills and the ability to manage several projects at once.
- Good digital skills and confidence using online platforms.
- A demonstrable interest in digital marketing and social media.
- Confidence building relationships with customers and partners.
- The ability to work flexibly, including some evening events (up to 2 per week).
- An interest in architecture, design, culture or placemaking.

Desirable

- Experience of running social media campaigns.
- Experience using Meta Ads Manager or similar platforms.
- Experience updating websites (WordPress or similar).
- Experience using a CRM.
- Experience coordinating events.

We're more interested in aptitude, curiosity and potential than ticking every box. If this role excites you but you don't meet every requirement, we'd still encourage you to apply.

WHY JOIN DESIGN WEST?

This is an unusually broad early-career marketing role. You'll work directly with our CEO, Digital Designer and Venue Team, taking real responsibility for campaigns, customer relationships and events. As you develop, we'll help you build skills in marketing, commercial thinking, budgeting and organisational leadership, with opportunities for your role to grow over time.

This is a varied role at the heart of a growing charity on the beautiful Bristol harbourside. Around 60% of your time will be spent marketing our venue and public programme, while the rest is spent coordinating events, supporting venue hires & helping create a place people want to return to.

If you're excited by marketing that delivers results, this could be the role for you.

Benefits

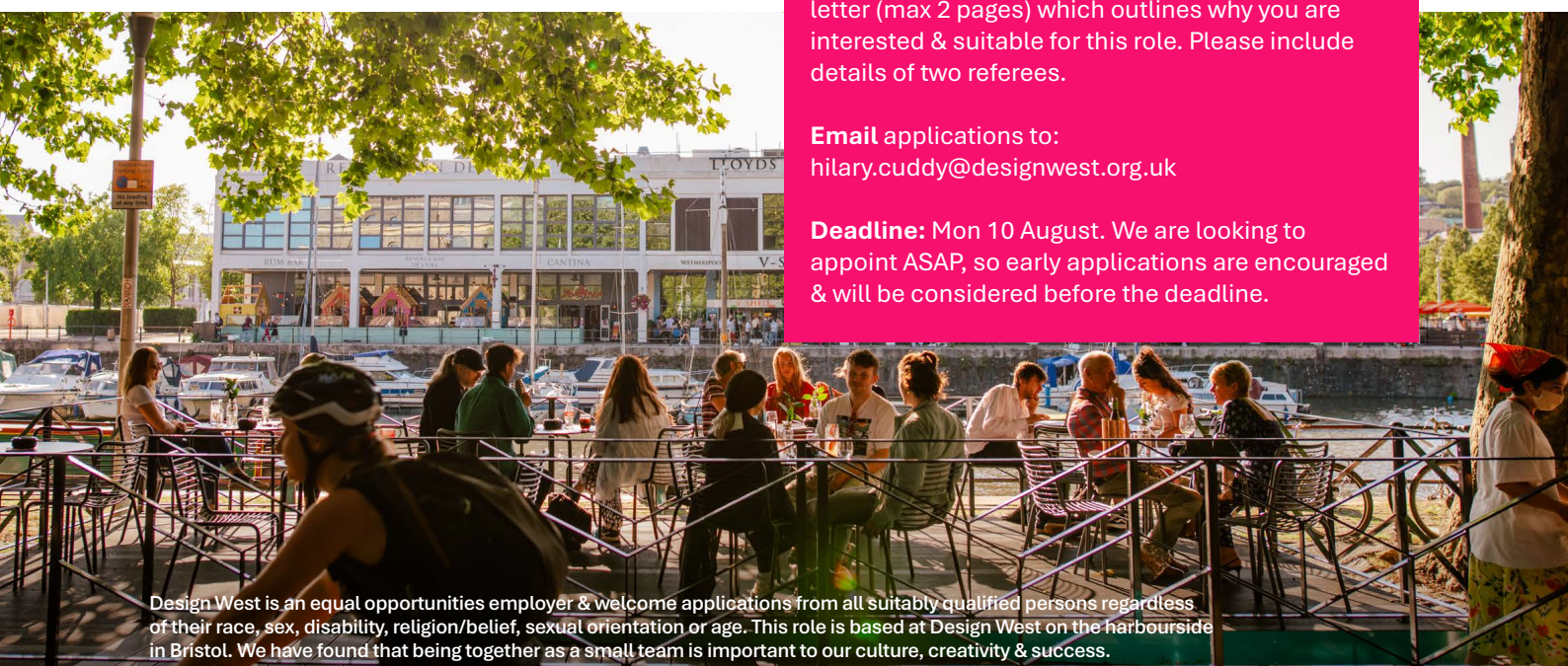
- Private healthcare after one year's service
- Charity bonus scheme
- Company pension
- Staff discount in our café-bar
- Annual training & development allowance
- Regular team socials & annual Christmas celebration
- A collaborative & supportive team culture in a purpose-led organisation

APPLY

Please send your CV & an accompanying cover letter (max 2 pages) which outlines why you are interested & suitable for this role. Please include details of two referees.

Email applications to:
hilary.cuddy@designwest.org.uk

Deadline: Mon 10 August. We are looking to appoint ASAP, so early applications are encouraged & will be considered before the deadline.



Design West is an equal opportunities employer & welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. This role is based at Design West on the harbourside in Bristol. We have found that being together as a small team is important to our culture, creativity & success.