



FarGo Village

Weekend Assistant (Duty Manager)

About FarGo

Launched just over 7 years ago, FarGo Village is a new and exciting development in Coventry City Centre, adjoining Coventry University. We are an independently run creative arts quarter, an exciting new location for small, start-up businesses, designers, and artists, as well as a unique venue for an eclectic range of events. Our street food venue, barbershop and micro-brewery are just a few of the iconic features that make FarGo Village special.

What are we looking

We're looking for an individual to join the FarGo team to help us on weekends with our busy exciting events schedule, your role would include:

- Work as part of the FarGo Village Team to help deliver a wide-ranging events and creative arts programme, catering for people from all walks of life and encouraging footfall to the Village.
- Create, maintain and develop effective working relationships with new and existing tenants, stallholders and customers.
- Assist in aspects of FarGo Village's Marketing plan, including, but not limited to, monitoring of social media, blogging and flier and poster distribution.
- Attend necessary training sessions such as Fire Safety, Health and Safety, First Aid and Lone Workers Training.

-The post holder will be required to work a minimum of two weekend days a month; on weekends the post holder will be required to act as Duty Manager, taking on any responsibilities required to ensure the smooth and safe running of events and to ensure all members of the public have a positive and enjoyable experience.

Interested?

Please review the responsibilities and person specification and submit your CV and a covering letter, no more than two sides of A4, to fargo@fargovillage.co.uk. The covering letter should detail your interest in the position and any skills and experience you have that make you an ideal candidate for the role.

FARGO