



Activity Coordinator/Games Master

Job Description – This is a public facing role. Providing entertainment coordination and management of the team and to primarily assist with the running of the activities and managing the day to day tasks involved in maintaining and growing the business

Title: Games Master/Activity Coordinator

Reports to: General Manager

Based at: National Brewery Centre

Working Hours: Flexible hours. Hours will depend on bookings. Opening hours Monday to Sunday. Must be available to work evenings and weekends.

Term : Permanent

Key responsibilities and accountabilities:

- Coordinate bookings and staff to cover bookings with the manager
- Assist with the financial management of the business such as managing payments and cash handling
- Meet and greet members of the public
- Manage members of the public and their health and safety
- Resetting of rooms ready for next groups
- Marketing the business and growing the number of bookings
- Carry out scene setting and build the atmosphere and anticipation for the games
- Maintaining the property, reporting faults and maintaining general cleanliness
- Contribute to the design and refurbishment of games rooms
- Any other duties as required by the management
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Essential Skills and Experience

The successful applicant will be a very organised, committed individual, capable of taking the initiative and working alone with excellent people skills. They will have the necessary determination to overcome obstacles and achieve results. Skills should include most of the below:

Experience of leading a team and be willing to accept responsibility

Experience of working with the public

Excellent organiser and attention to detail

Possess good time management skills

Possess excellent verbal and written communication skills

Be a good team player

Be able to work on your own initiative, without the need for constant supervision

Computer literate

Highly enthusiastic and outward going personality, creative and imaginative