



Events Apprentice (Level 3)

Duration: 18 months (including end point assessment)

ABOUT ST GEORGE'S BRISTOL

Our shared Values: We love artists; We live for sound; We believe everyone is creative; We cherish difference; We value our resources.

St George's Bristol is one of the UK's leading concert venues, in a typical year welcoming around 120,000 visitors to the building. Our aim is to create a diverse and sustainable programme of the world's finest musicians and thinkers, and to provide a vital platform for local amateur creators, as well as supporting the work of practitioners in grassroots, voluntary and learning contexts. We are a registered charity and engage with many communities through innovative creative projects, school visits and partnerships. St George's also operates as a commercial venue, with our own café/bar and hiring out our spaces for meetings, conferences, wedding receptions, recordings and filming.

To find out more about the work of St George's, please visit - <https://www.stgeorgesbristol.co.uk/about-us/>

To find out more about the team at St George's, please visit – <https://www.stgeorgesbristol.co.uk/about-us/our-team/>

JOB OUTLINE

The role of Events Apprentice would be ideal for a person who is interested in building a career in the live events sector. This role will focus on developing skills and experience in the planning and delivery of a varied events programme. They will work closely with the casual events team to oversee the smooth running of the events on the day, as directed by the Duty Event Manager. Our events range from concerts, spoken word and film festivals to education workshops, weddings, parties and recordings.

As part of the apprenticeship scheme, 6 hours per week will be dedicated to off-site training provided by MUTI Live. This training will aim to develop your knowledge and skills across the industry, providing a strong foundation for building a career in arts events.

INCLUSION POLICY

We are keen to ensure that our team is diverse and benefits from a wide range of backgrounds, perspectives and styles of thinking and working. We welcome applications from people who are currently underrepresented in the arts sector. We commit to interview every candidate who has

the required essential skills and attributes and who identifies as disabled and/or being from a Global Majority heritage. If you identify in this way and would like to attend an interview, we would be grateful if you could make this clear in your covering letter/video.

ROLE OUTLINE

- Ensure customers have a wonderful experience at St George's Bristol, answering enquiries, managing queues and spotting any potential issues before they arise
- Conduct briefings for our team of volunteer stewards with key event information, allocating duties and assisting them with any customer issues
- Give announcements over public address system
- Handle complaints and resolve issues
- Operate stage/house lights, sound and visual technical systems during events (training is provided)
- Liaising with internal teams, clients, artists and suppliers
- Stage management and manual handling (moving piano, staging, music stands etc.)
- Sell merchandise or programmes
- Assist the Duty Event Manager in ensuring visitor safety
- Assisting with room/event set-up plans and requirements
- Maintaining event records and information
- Attend training sessions and staff meetings
- Support our environmental action plan and work sustainably
- Support the Operations Director and carry out any other duties appropriate to the level of the role as required by the CEO and the organisation.

PERSON SPECIFICATION

Essential	
Experience	Previous experience in customer or public facing role
	Cash handling
Skills and abilities	Great organisational skills
	Ability to perform under pressure
	Excellent interpersonal skills
	Good problem-solving skills
Personal qualities	Friendly and approachable manner
	Professional and proactive approach
	Able to fit well within a close-knit, hard-working team
Desirable	
	Experience of working in the cultural sector
	Interest in different genres of music

TERMS & CONDITIONS OF SERVICE

Salary	£12.71 per hour
Working hours	Full time (37.5hours per week) annualised hours, split across evening and weekend event shifts. As part of the apprenticeship, paid working time will be dedicated to off-the-job training delivered by MUTI Live, in accordance with the apprenticeship training plan, equating to approximately 1 day per week. Flexibility required to align with venue programme
Contract	Fixed term apprenticeship contract
Start Date	w/c 2 nd November 2026
Reports to	Events Manager
Location	St George's Bristol, Great George Street, BS1 5RR You must legally be able to work in the UK You must not be in full time education
Pension	St George's Bristol operates a Nest Pension Plan which complies with current legislation
Benefits	No contracted benefits, but staff ticket scheme for complimentary and discounted tickets for events, and staff catering discount in St George's café/bar, are currently offered to all staff

HOW TO APPLY

Please email a single-page letter (or alternatively a short video) stating why you think you are suited to this role, plus your CV, to recruitment@stgeorgesbristol.co.uk

If you have any specific access requirements at interview stage, or would like help with the interview process, please let us know in your covering letter/video.

Please also complete our anonymous Equal Opportunities monitoring form online at <https://forms.office.com/r/peUJeQczAq>

The deadline for applications is 5pm on Friday 9th October 2026.

If your application is successful, we will be in touch to arrange a first interview. If the first interview is successful, we will then arrange a practical second interview where you will have the opportunity to experience the job and decide if you'd like to join the team, as well as giving us an opportunity to see you in action.

We'll then contact you after the second interview with our feedback and discuss any thoughts you may have. If we are both happy for you to formally take up the role, we'll arrange the necessary shadow shifts and training to support you in your new role.