

Job Description – Birmingham Ceremonies

Assistant Manager - Catering

Job title	Assistant Manager – Catering
Department	Operations, Birmingham Ceremonies
Position Type	Full Time
Reports to	Operations Manager - Cleaning, Catering & Waste

1. Job Purpose

Birmingham Ceremonies is the production company delivering the Opening and Closing Ceremonies of the Birmingham 2022 Commonwealth Games, the largest multi-sport event to be held in England in the last 10 years.

Birmingham Ceremonies are looking for an Assistant Manager - Catering to support the Ceremonies Operations Manager - Catering both the Opening and Closing Ceremonies.

This role is based in Birmingham and will suit someone with extensive local knowledge of the area, community, and location. This role will provide support on the Ceremonies, with a focus on delivering the Catering requirements for the Ceremonies.

The ideal candidate will be self-motivated and a strong leader with excellent organisation, office, and communication skills. A passion for and experience in live events and/or theatre is essential.

2. Key Responsibilities and Accountabilities

The role Includes:

The Assistant Manager - will have the following responsibilities and accountabilities:

- Work with the Head of Operations, Senior Operations Managers, Operations Managers, and the Executive Producers to coordinate the Ceremonies Catering requirements.
- Support in the oversight and management of Ceremonies Catering requirements including liaison with other Ceremonies departments and outside stakeholders.
- Scope and allocate all Ceremonies Cleaning, Catering & Waste requirements.
- Ensure that Ceremonies adhere to the policies, deadlines, and specifications of external stakeholders.
- Support in the creation and implementation of Ceremonies-specific policies and timelines.
- Participate in the development, implementation and maintenance of Operation Division policies and procedures.
- Ability to deputise for the Operations Manager - which may involve day-to-day management and supervision of team members, including assignment and monitoring of workload
- Raise and manage purchase orders and approvals when required.
- Budget management, when required.
- Scheduling.
- Attend Ceremonies meetings as required.

- Comply and respond to all OC and BCL procedural, administrative, and operational guidelines and instructions.
- Promote Equality and Diversity as part of the culture of the organisation.
- Respond to all OC and BLC procedural, administrative, and operational guidelines and instructions.

CATERING SYSTEMS

- Scopes and schedules Ceremonies meal box, snack, and water requirements.
- Designs and coordinates meal box, snack, and water distribution operations.
- Manages Ceremonies PAYG (pay as you go) Concession requirements, set up and operational needs.
- Manage Ceremonies workforce catering requirements, set up and operational needs.
- Works with the OC and OC suppliers in the provision of meal boxes and Pay As You Go Concession suppliers.
- Works with OC to manage Obligatory Feeding voucher requirements and distribution.
- Scopes and manages Ceremonies VIP Green Room and dressing room requirements.
- Work with suppliers and OC on the cleaning and waste requirements for the ceremonies

This is an evolving position and responsibilities may change over time.

Person specification		
3a) Skills and experience required		
Area	Critical	Desirable
Skills & Ability	<ul style="list-style-type: none"> • Experience working for a large-scale events • Experience of managing and operating databases. • Excellent administrative and organisational skills (MS Office skills are essential for this role) • Strong written and verbal communication skills and excellent interpersonal skills • Accuracy and meticulous attention to detail • Ability to manage multiple priorities and work to a variety of deadlines • Excellent stakeholder management experience and approach • Collaborative – Humble, and personable – someone who will build relationships easily • Energetic and dynamic individual with high level organisational skills, and an attention to detail with a focus on delivery 	<ul style="list-style-type: none"> • Experience in a similar capacity for a theatre production or events company • Experience in live events

	<ul style="list-style-type: none"> Resilient with an effective approach to resolving challenges and identifying solutions Extensive experience in problem solving and conflict resolution. Ability to build relationships, with speed and credibility, with people at all levels (internal or external) Confident in handling complex budgets and working within stringent procurement processes/reporting 	
Knowledge and Experience	<ul style="list-style-type: none"> Proven effectiveness in working on previous events or projects of a similar scale. Experience in staff and volunteer management Experienced in budget management Experienced in working within a multi-stakeholder environment 	
Qualifications	<ul style="list-style-type: none"> Educated to A Level or equivalent 	
3b) Personal Qualities		
Teamwork	<ul style="list-style-type: none"> Confident, enthusiastic, and pro-active self-starter, with a desire to further their experience Embraces diversity and displays respect and loyalty to colleagues, the organisation, and partners Able to lead meetings, scenarios and the team as required Engages effectively, and is highly supportive towards others Highly collaborative, taking the time to engage with team members Reliable and committed to success of the team Embraces change and is adaptable Able to multitask and willing to take on additional roles and tasks Ability to work with discretion Highly skilled within conflict resolution 	
Communication	<ul style="list-style-type: none"> Natural communicator at all levels, approachable and knowledgeable Open and transparent but also maintains trust and confidentiality at the highest level 	
Commitment and results delivery	<ul style="list-style-type: none"> Displays the highest levels of integrity and commitment with an ability to deliver excellent results Plans ahead and manages time effectively Deals with ambiguity, flexible and creative in approach to delivery 	

	<ul style="list-style-type: none"> • Resilient and positive through change and adapts positively • Takes accountability and ownership of tasks and problems • Tenacious and seeks to overcome obstacles and challenges • Uses initiative to resolve matters within control and understands when to pass on relevant issues or incidents • Follows rules and guidelines • Provides high quality work that is fit for purpose
Motivation and drive	<ul style="list-style-type: none"> • Self - motivated and proud to be part of the experience • Passionate and committed individual • Demonstrates enjoyment in their work • Professional, polite, and approachable manner • Positive attitude and optimistic • Resilient and calm

We are an equal opportunities organisation and Disability Confident employer, and we encourage applications from all backgrounds and communities.

To apply for this role please email recruitment@birminghamceremonies.com with your CV and Covering Letter.

On occasions where we receive a large number of applications, we may close the advert ahead of the publicised closing date.

We would therefore advise that you submit your completed application as soon as possible.