

Events & Booking Manager  
The New Adelphi Club CIC

Hours: 33 hours per week  
Salary: £26,409 FTE (£30,010 FT)  
Start Date: Immediately  
Closing Date: 14th May 2026

### **YOUR OPPORTUNITY TO JOIN THE A TEAM**

We're on the lookout for a passionate, proactive music, arts and culture Events & Booking Manager to help us build The New Adelphi Club as the top performing underground music venue in the UK.

***You must care more about legacy than ego  
and be a three-glass full kind of person.***

## **UNDERGROUND MUSIC MATTERS – ABOUT THE NEW ADELPHI CLUB**

For over four decades, the Adelphi has championed new artists, emerging talent and has shared an unparalleled music and events programme to our community (that's to 1+ million visitors to date!). The Adelphi spots scenes early and backs creatives before there's any guarantee of return.

Since opening our doors in 1984, the club has hosted over 40,000 bands, acting as a springboard for artists who went on to shape popular culture, the likes of Pulp, Oasis, Radiohead, The Stone Roses, Green Day, Franz Ferdinand and The Housemartins (to name a few).

In 2017, the Adelphi became a Community Interest Company (CIC) run by a voluntary board of directors, powered by a team of volunteers, and held together by a belief in the power of independent performance and the artistic and cultural communities that form around it.

### **OUR FOUNDER PAUL “JACKO” JACKSON**

The Adelphi was founded on Paul Jackson's vision that underground music and art deserve a home. A non-judgemental space where up and coming artists are given their first opportunity to perform, develop and connect with a real audience.

Paul's passing has marked the end of an era, but not the end of the Adelphi.

This role is about honouring that legacy not by standing still, but by ensuring the club continues to evolve, challenge, and matter, just as it always has.

### **THE ROLE – WHAT YOU'LL BE DOING**

At a time when underground music venues across the world continue to close, we need a proactive Events & Bookings Manager who is driven, determined, and doesn't mind rolling their sleeves up and getting their hands dirty from time to time.

You'll be on the ground working alongside our Venue Manager, overseeing day-to-day venue operations, bookings, and communications, coordinating the events calendar, managing enquiries, and maintaining strong relationships with artists, promoters, agents and media, all while keeping the club's ethos at heart.

You will help ensure the Adelphi not only survives but thrives... your work here will be heard, felt and remembered by artists and audiences for decades.

Very few jobs offer that kind of impact.

## KEY RESPONSIBILITIES

### *Building a unique events programme*

Develop an inventive programme of diverse events which reflect trends in the industry and aim to positively serve the community

Maintaining and developing relationships with agents, promoters, and independent bands across the UK and overseas

Co-ordinating the venue events calendar and taking booking enquiries in a swift and supportive manner, maintaining the club's artistic integrity

Develop & propose a partnership programme for utilising the club in new ways, ensuring events and activities are financially sustainable - i.e. working with Goodwin Development

Trust, connecting with young people at The Warren projects, or initiatives with the Music Venue Trust

### *Marketing and promotion*

Co-ordination and management of the Adelphi website, including setting up events, updating news pages, and managing the online shop

Overseeing the promotion of events to ensure shows are well supported, including supporting artists and promoters with events communications

Building and maintaining relationships with local and national media

Updating social media to promote upcoming events, as well as Identifying opportunities to grow audiences across channels. Monitoring those channels and responding to enquiries that come in via comments/messages

### *Venue management*

Running the gigs in profit by coordinating with the Venue Manager and outside promoters regarding expenditure and expected numbers to ensure all cost are covered

Reporting to the Adelphi board and maintaining strong relationships with board members

Admin tasks (i.e. paying utility bills, building rent, making bank payments, reporting to accountant for yearly tax declaration, bank reconciliation for VAT)

Ensuring the health and safety of the venue is a priority by organising Environmental Health, Pest Control, waste management and fire safety tests, burglar alarms to ensure valid insurance, alongside ensuring the building is insured yearly

Maintain building security and safety checks, monitoring CCTV as required

Working alongside the Venue Manager to ensure the venue is cleaned and maintained as needed

Meeting with suppliers and Venue Manager to review cost prices of products to ensure the best value, with support from the board

Any other reasonable ad-hoc duties that may be required!

## **EXPERIENCE & ATTRIBUTES**

Proven experience in venue management, preferably in live music and events venues

Passionate about music, arts and culture, with an understanding of the live events industry

Ability to build and maintain relationships with artists, promoters, and other key stakeholders

Strong leadership skills and the ability to report to the board

Knowledge of health and safety regulations, licensing laws, and venue compliance requirements

Flexibility to work evenings, weekends, and holidays as required.

Ability to keep abreast of funding opportunities (Arts Council England, MVT, community grants etc.)

Computer literacy – knowledge on AI and how to use and implement this for productivity (i.e. this could be used to look for funding opportunities, for copywriting, looking for new acts or events etc)

***Don't worry if you don't tick all the boxes, there will be help given to the successful applicant.***

## **JOIN OUR AWARD-WINNING CLUB**

Be part of an award-winning team. These awards reflect not just success, but sustained commitment to doing things the right way - with integrity, conviction and belief in the underground.

Yorkshire Small Venue of the Year 2018  
MVT Outstanding Achievement Award 2019  
Music Week Grassroots Venue Spirit of the Scene winner 2022

## **APPLY**

Please send your expression of interest, CV and a covering letter outlining your relevant experience and why you'd be a great fit for the role to:

[thenewadelphiclub@gmail.com](mailto:thenewadelphiclub@gmail.com)

