



JOB DESCRIPTION

The Dream Machine CIC:

The Dream Machine CIC (DMCIC) is responsible for two events spaces within our building known as the Space located at 257 London Road. These are called the Venue and the Dream Room. They need to be booked out for perspective clients and our sister Orgs People Without Labels (PWL) and the Dream Machine SCIO (DMSCIO). We are a collective of charities and social enterprises. Our aim is to help as many people 'Relax, Play and Create' to fight social isolation, the root causes of stress, anxiety and depression, support local arts and music while showcasing some of the most unique and immersive experiences in Scotland. Our main venue is a unique sensory room with 360 projections, surround sound, padded and heated floor etc. We design specialist events including immersive relaxation dream sessions, interactive instruments and creative workshops. It is a fantastic venue space for unique gigs, workshops, yoga and mediation, movie screenings, corporate team building and so much more.

Static Responsibilities:

- Communicate with our clients and incoming enquiries through email.
- Book clients into our shared calendar and manage space usage throughout the year.
- Create contracts & invoices for clients' rental costs of the Dream Room and Venue.
- List repairs in the Venue and Dream Room then pass to our **Repairs & Maintenance Team**.
- Schedule all staff necessary for each booking taken including duty manager, cleaning, janitor and security if needed
- Regularly create and share content on social media channels to spread our visibility as a venue

Variable Responsibilities:

- Provide viewings of the space to potential clients.



- Run specific campaigns to target potential client groups e.g. photographers, bands, yoga etc.

Contract:

This is a self employment contract, not a job. As such you will be paid per month to fulfill the contracted tasks but you can do them in your own time as fast and efficiently as you wish in a way that works best for you. As such it could work well for someone with other responsibilities, children or just coming back into the job market looking for maximum flexibility. As a contractor, you will not have holiday pay or sickness pay included though we will always be flexible and understanding in difficult times, working the role around your needs and what allows you to be most efficient and effective in your role. As a self employed contractor you are expected to pay your own taxes through a self assessment each year.

We do not have set working hours however as an indicator only we assume the tasks each week will roughly take:

Bookings Manager: 5 per week

Social Media: 5 per week

Any work beyond what is the standard contractual monthly work will be extra. So if we are running an extra campaign to reach new clients one month, this will be paid on top. We will ask you if you wish to carry out this extra work and agree a price for the work for the specific task with you. You will then add this extra to your monthly invoice to us.

DMCIC Representative



Name:

Date:

Signed:

Self Employed Worker

Name:

Date:

Signed:

Person Spec

About You

- At least 3 years experience in events management, venues or bookings
- Great overall experience with social media platforms, particularly facebook, instagram, youtube and twitter
- Basic overall understanding of google suite including Gmail, Drive, Calendar etc.
- Ability to use and create efficient booking systems including shared calendars, automated email responses etc.
- Ability to work with multiple streams of incoming comms and emails, coordinating bookings well and working to deadlines
- Great friendly and welcoming communication, management and coordination skills
- An amazing ambassador for the Dream Machine's vision to help people 'Relax, Play and Create' more - you will be the first point of contact for most
- You are a great mix of intelligence and creativity, thinking on your feet and solutions orientated

Desireable Skills

- Experience using social media scheduling software e.g. Metricool, hootsuite etc.
- A degree or higher qualification in Events Management, Music Industry or other relevant subject



- Experience running ad campaigns on facebook/insta
- Good basic photography/video content capture skills - good sense for capturing a moment on the fly
- Experience working in a team helping to coordinate the chaos
- Experience running your own successful projects or events
- Experience working on websites in Wix
- Some basic video editing skills
- A love of music, visuals and/or digital arts

What's in it for you?

- Self directed work with the freedom to work around your needs
- Working in a great supportive team
- Working deeply in music, arts and community events in Glasgow
- Fantastic for lovers of structuring chaos
- Work from home or come in work at The Dream Machine
- A pleasant mix of behind the screen and in person work
- Kid and pet friendly work
- Great chance to network and grow your own artistic presence too
- Great on job training including certification in basics like first aid, fire, mental health as well as any other identified needs

Equal opportunities statement

Dream Machine CIC has an equal opportunities policy and positively encourages applications from suitably qualified and eligible candidates regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. In fact we actively encourage you to apply if you are re-entering the job market, if you have children and need flexible working, or if you are recently graduated or unemployed and this is your first job in a while. The main thing for us is working with the right



**THE
DREAM
MACHINE**

**Venue and Bookings Manager
for Dream Machine CIC**

person for the team who can grow synchronistically with the project. We accept applications for this role in multiple formats and a Large Print format is available by request.