

# AGILE CITY

## **Job opportunity:** **Events & Wedding Co-ordinator**

Agile City CIC is delighted to announce an exciting new opportunity for an Events & Wedding Co-ordinator to join us on a 12-month fixed term contract.

[Agile City](#) is a community interest company that creates work and event space for social, cultural and green enterprise. We operate across two buildings in North Glasgow – [Civic House](#) and [Glue Factory](#). This is an exciting opportunity to join our team and play a key part in the next stage of our development. No two days or events will be the same!

Warm and engaging, you will plan and deliver events and weddings in our primary venue, Civic House. We have a very active events calendar throughout the year, with a limited number of weddings per season. Hands-on and varied, this role covers operations, sales, and administration.

### **Contract details**

Hours	30 hours per week
Days / pattern	4 days over 7 on a shift basis including 12-hour Saturday shifts for weddings. There is a requirement for flexibility and work out of hours in the evenings and at weekends
Location	Based at Civic House
Contract type	Fixed term contract - 12 months (January 2026 - January 2027)  Annual leave - 23 days (0.8 FTE) annual leave and 4 optional wellbeing days per 12 months Pension - auto enrolment into Nest pension scheme at 3%
Salary:	£26,000 pro-rata (Salary calculated at 0.8 FTE)

### **Key personal qualities:**

- Personable and customer focused
- Hardworking with a strong work ethic
- Passionate about hospitality, events and weddings

### **The role:**

As Wedding & Events Co-ordinator you will report to the Head of Events & Operations and work closely alongside the Community Coordinator, Bar Manager, Duty Managers and Event Support staff.

We work together in a tight-knit team whilst ensuring everyone has autonomy to deliver their roles. The successful candidate will enjoy working independently across the following workstreams:

## Hires

Civic House is where we engage with our audiences, creating memorable events for our community working across cultural, social and green enterprise. Offering a unique collection of spaces that are used for both public and private events; the Venue, Canteen, Project Space and first floor Studio, we work with fantastic partners to host festivals, conferences, workshops, screenings, filming and performances. Some examples of our event partners include: Glasgow Short Film Festival, Counterflows Festival, Scottish Mental Health Arts Festival, Scottish Refugee Council, Archifringe and many more. [Check out our Events Archive for more information.](#)

The Co-ordinator will be a warm, personable individual whose passion for events is evident. Someone that is driven by hospitality and who thrives on making each event the best it can be.

### Responsibilities:

- Handle email enquiries professionally, responding swiftly and thoughtfully
- Convert leads and secure bookings for events
- Build relationships and generate new business
- Collaborate with wider team for seamless event handovers
- Balance a busy diary of events and appointments with planning and admin
- Manage sales pipeline to optimise bookings
- Host show rounds for our guests, providing quotations and securing bookings

## Weddings

Civic House offers couples a unique and personal experience for their wedding or reception. Offering a rustic, industrial edge, the building takes on the personality of each couple, creating memories that last a lifetime.

Due to our calendar of events, we only host a limited number of weddings each year – making them even more special!

### Responsibilities:

- To coordinate and plan each wedding or celebration, ensuring all details are executed flawlessly
- Work closely with couples to understand their vision and bring it to life, coordinating with various vendors and managing timelines to ensure the perfect day
- Provide personalised support and guidance to couples throughout the planning journey
- Deliver each wedding/reception operationally on the day from set up to service. We expect to deliver between 10-12 Weddings per year.
- Manage timings and event flow in line with the couple's schedule
- Provide exceptional customer service and hospitality to couples and their guests
- Conduct viewings, listening to couple's needs and help them visualise their day with us

<b>Skills and attributes</b>	<b>Essential / Desirable</b>
Minimum 2 years' event management experience (inc. sales and delivery) of corporate/public events and/or weddings	Essential
Marketing and comms - experience managing social media, creating marketing collateral and online content	Essential
Passionate about hospitality and delivering great service - you'll show flair and a natural ability to project a positive, warm outlook	Essential
Effective time management - ability to prioritise workload to deliver weddings and events while ensuring daily, weekly, monthly activities are managed effectively	Essential
Highly organised and system focused - finds professional satisfaction in being well-organised and using / improving systems to enhance productivity	Essential
Personable with a can-do mindset - driven to make every event unique and every wedding unforgettable	Essential
Excellent communication skills in spoken and written English	Essential
Strong IT skills and a flair for admin - adept with contracts, invoicing, budgets, email and calendar management	Essential
Flexible and able to work evenings and weekends as the role involves significant out of hours working	Essential
A strong team player with great communication skills and an enthusiastic approach; you're well organised with an eagle eye for detail	Essential
<i>Confident in the preparation of flawless, detailed Event Sheets that serve as the foundation for exceptional event delivery</i>	<i>Desirable</i>
<i>Finance admin - experience using XERO (or similar) finance software and Excel equivalent</i>	<i>Desirable</i>
<i>Experience using Google Workspace, Copper CRM &amp; G-Drive</i>	<i>Desirable</i>

<b>Responsible for:</b>	<b>Responsible to:</b>
Wedding & Event planning & delivery	<u>Line manager</u> : Head of Events & Operations
Creation of event sheets to ensure operational excellence	<u>Team</u> : [Bar Manager, Duty Managers, event support & bar staff]
Show rounds and complete sales process	<u>Audience</u> : [Clients, couples, suppliers]

## How to apply

Any questions - [hr@agile-city.com](mailto:hr@agile-city.com)

Complete application form - [via link here](#)

Send a CV - [hr@agile-city.com](mailto:hr@agile-city.com)

**Deadline – Monday 10<sup>th</sup> November 2025, 12:00**

Applicants will be informed of interview – **Friday 14<sup>th</sup> November 2025**

Interviews – **w/c 17<sup>th</sup> November 2025**

Anticipated start date – **Monday 5<sup>th</sup> January 2026**

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