



Job Description - Caretaker/Venue Assistant

Artspace Lifespace are looking for two friendly and organised staff to support our partnership project, Sparks Bristol. Sparks is a vibrant mixed-use building hosting a community of artists, retailers and creatives all joining in our vision to create a greener, fairer future. Within the building we have several floors, providing space for retail, community and corporate events, and private/shared work spaces.

We are seeking two people who between them can fulfil the roles of Caretaker/Venue Assistant. Duties will be divided between successful applicants depending on their experience, so please do apply even if you don't meet all the criteria below.

Above all we are searching for applicants with excellent people skills and experience supporting events, hands-on practical skills are desirable but not essential for both candidates. The successful candidates will open and/or close the building, perform basic repairs, maintain H&S records, set up and reset event spaces and support event hirers and visitors to the building.

Post:	Caretaker/Venue Assistant	
Reports to:	Venue Manager	
Hourly Rate of Pay:	£14.13, including 12.07% holiday pay uplift increasing to £15.07 including holiday pay uplift from Oct 1 2026.	
Hours of Work	Vacancy 1 Tuesday 17:15 - 21:45 and either Saturday 08:45 - 14:15 or Saturday 13:45 - 19:15	Vacancy 2 Friday 13:45 - 19:15 and either Saturday 08:45 - 14:15 or Saturday 13:45 - 19:15
	Additional shifts available for holiday and sickness cover	
Location:	Sparks, 78 Broadmead, Bristol BS1 3JA	



KEY TASKS:

- Opening and/or closing of the building, changing codes access codes
- Working closely with partners and hirers to ensure events run smoothly and on time
- Monitoring the building to maintain a safe, clean and welcoming environment
- Act as fire warden managing the evacuation in the event of a fire alarm activation
- Communicate effectively with building users, and carry out effective shift hand-overs
- Act of point of contact when Venue Manager isn't available
- Completing H&S checks and recording outcomes
- Basic repair and maintenance
- Designated first aider
- Occasional cleaning

Skills and experience	
Essential	Desireable
Willingness to commit to advertised shifts	Basic competencies in building maintenance
Basic Health and Safety knowledge	Key holding experience
Polite, friendly and helpful manner	Stock ordering and stock control
	First aid and fire warden qualification
	Lone working

All staff are required to work within Artspace Lifespace equal opportunity policy. ASLS is an equal opportunities employer and welcomes applications from all suitably qualified persons from all sections of the community. We particularly welcome applications from disabled and black and minority ethnic candidates as they are under-represented within our organisation.

This job description is not comprehensive and duties may change or develop according to the applicant skills and interests, or future requirements.

To apply: Please send a short cover letter explaining why you think you are suited to this role, your preferred shifts, and a prospective start date. Please also include a CV. Send to Info@artspace.uk

Closing date: 27/02/26, with interviews held during the first two weeks of March.