

Job advert – Event Support Services (Casual/hourly/permanent)

We have an exciting opportunity that offers plenty of scope to develop a successful career in hospitality within **Nottingham Venues**.

Castle Meadow Central has recently joined the Nottingham Venues portfolio, and we are looking to build a new team to help us shape its future.

Are you passionate about delivering exceptional service and being part of unforgettable guest experiences? We're looking for enthusiastic and reliable team members to play a key role in supporting the successful operations of our events.

Located close to Nottingham City Centre, Castle Meadow Central sits within a dynamic hub for innovation and entrepreneurship and will feature a Food and Beverage outlets and conference and events space.

Main purpose of the role:

Are you the kind of person who thrives in a fast-paced, energetic environment where no two days are the same? Do you love being part of the behind-the-scenes magic that brings events to life? If so, we've got the perfect role for you!

As our Event Support, you'll be at the heart of the action—welcoming guests, helping set up events, supporting the Food & Beverage team, and making sure everything runs smoothly. You'll chat with attendees, assist with event logistics, keep things spotless, and handle last-minute changes with a positive attitude. Teamwork, great service, and flexibility are key, plus you'll get plenty of chances to learn and grow along the way.

The ideal candidate:

You're a team player, and someone who takes pride in creating smooth, standout experiences. You love working in fast-paced environments and thrive on variety—no task is too big or too small. You're proactive, hands-on, and always a few steps ahead, anticipating needs before they arise.

Whether you're setting up a room, helping guests find their way, or jumping in to support the Food & Beverage team, you bring positive energy and a calm, can-do attitude. You're someone who understands that the little details matter—and you're committed to making every event feel seamless and special.

Benefits:

As a talented member of our fantastic team, you will be rewarded with:

- 25 days Holidays plus bank holidays, or a day off in lieu if contract requires you to work. PLUS, an extra day's holiday for each year's service (up to a maximum of 5 years)
- Real living wage employer
- Opportunity to be part of a contributory Pension scheme
- Free meals and refreshments when on duty

- Excellent training and development opportunities through our internal training program and support with professional qualification
- Discounts available for both yourself and friends and family in our hotels and restaurant
- Discounted membership at the University sports facilities
- Nottingham Venues discount platforms
- Employee recognition schemes including long service awards and monthly “Top of the tree” event
- Opportunity to earn additional payment by being a member of various employee committees
- Employee wellbeing support
- Full uniform provided
- £250 recommend a friend incentive

In May 2018 the data laws changed for the better. This means you have better control of your own data and how it's used. We want to reassure you that we treat your details carefully and your data with the utmost respect. So we've updated our Privacy Policy to reflect how we collect, protect and handle your personal information.