



Venue & Events Manager (Arch 842)

ABOUT THE ROLE

Full Time | On-Site | South London-based | Salary £38k-£40k, dependent on experience

Sauna Social Club brings people together through sauna and music, creating spaces that offer a meaningful alternative to London's drinking-led social culture.

Arch 842 is our dedicated events and community venue. Alongside the main sauna programming, the space hosts private celebrations, corporate events, facilitated wellness events, brand activations, and community partnerships.

We are looking for a commercially minded, highly organised Venue & Events Manager to take ownership of Arch 842 and develop it into a thriving and financially successful part of Sauna Social Club.

THE ROLE

The Venue & Events Manager will have day-to-day responsibility for the performance and management of Arch 842, reporting to the General Manager.

This is a hands-on role combining commercial development, sales, programming, partnerships, event delivery and venue operations. You'll be responsible for driving revenue and utilisation while ensuring that every event and session is delivered to an excellent standard and remains aligned with the Sauna Social Club ethos.

Working under the General Manager, you'll have significant ownership of Arch 842 and the freedom to develop the venue within the wider direction and standards of Sauna Social Club. You'll manage and build the Arch 842 team and work closely with the founders, marketing and wider venue team.

A key measure of success will be developing Arch 842 into a busy, well-run venue with a strong pipeline of private bookings, partnerships and community programming.

Commercial Ownership

- Own Arch 842's revenue and utilisation, working towards agreed targets.
- Convert inbound enquiries and proactively generate new private, corporate and community bookings.
- Manage the sales pipeline, including follow-up, repeat business and client relationships.
- Develop and refine packages, pricing, add-ons and commercial offers.
- Develop seasonal strategies to drive demand, particularly during quieter periods.
- Report monthly on revenue, pipeline, utilisation and conversion.

Programming and Partnerships

- Own the programming calendar across public events, private hire and community use.
- Develop partnerships and collaborations that grow Arch 842's audience, profile and revenue.



- Build strong relationships with facilitators, brands, and community partners.
- Develop and test new events and formats, evaluating what works commercially and creatively.
- Work closely with marketing to generate demand and promote the programme.

Operations

- Ensure private hires, corporate bookings and programmed events are planned and delivered to a consistently high standard.
- Maintain excellent standards of customer experience, presentation, cleanliness and organisation.
- Oversee event planning, set-up, handovers and appropriate management cover.
- Ensure effective opening, closing, stock and operational processes.
- Identify and escalate maintenance and facilities issues and ensure they are resolved.
- Continually improve the venue and customer experience using feedback and performance.

People Management

- Recruit, train and develop the Arch 842 team as the venue grows.
- Plan staffing around the programming and bookings calendar.
- Set clear expectations and maintain high standards of performance, professionalism and customer service.
- Work with the General Manager to build a positive, supportive and accountable team culture.

H&S and Compliance

- Take operational responsibility for health and safety within Arch 842, working closely with the General Manager to maintain consistency across venues.
- Ensure risk assessments, COSHH, operational procedures and relevant documentation are maintained and followed.
- Ensure staff are appropriately trained and incidents are properly recorded and followed up.
- Ensure events and third-party activities operate safely and within venue policies, licensing and capacity requirements.

PERSON SPECIFICATION

We're looking for someone who combines commercial instinct with excellent operational judgement. You'll be equally comfortable selling the venue, developing its programme and leading from the front.

Essential:

- 2+ years' experience managing a venue, hospitality business, events space or similar customer-facing operation.
- Strong commercial awareness, with experience driving sales and working towards revenue targets.
- Experience planning and delivering excellent events and customer experiences.
- Strong relationship-building skills across clients, partners and collaborators.
- Experience managing and developing a team.
- Excellent organisation and communication, both written and verbal.



- Confidence using revenue, pipeline and conversion data to make decisions.
- A high level of ownership, good judgement and attention to detail.
- A strong interest in sauna and community building.

We're particularly interested in people from hospitality, events, members' clubs and other commercially driven businesses.

APPLICATION PROCESS

Please send a covering letter and CV to Nikki at info@saunasocialclub.co.uk, including your current notice period.

We'll be reviewing applications and interviewing suitable candidates on a rolling basis, so early applications are encouraged.