



SWG3
100 Eastvale Place
Glasgow G3 8QG

SWG3

SENIOR EVENTS MANAGER

Hours Full time [40 hours per week]

Location SWG3, Glasgow

Salary £38k - £45k [DOE]

About SWG3

SWG3 is one of the UK's leading independent venues — a place where creativity, community and commerce collide. What began as a group of artists' studios in a derelict warehouse has now evolved into one of Europe's most credible and loved multi-discipline arts venues; a collection of atmospheric spaces alive with art, design, music, fashion, food, education and nightlife.

Everyone knows SWG3 for a different reason, in a slightly different way. Sweaty gigs, pulsing club nights, experimental art performances, global brand activations, fashion shows, a studio space — the variety of what goes on here is unparalleled in the city. And, through our exciting and ambitious Masterplan, the company is continuing to grow and evolve in even more ways, becoming a major cultural destination and tourist attraction for Scotland.

About this role

We are looking for an experienced Senior Events Manager to lead the safe, smooth and consistent delivery of the events at SWG3. This is a leading role for someone who has developed through live music, club culture or major event operations.

Delivery on the night matters just as much as the planning behind it. You'll take ownership of the visiting talent and customer experience across the venue, championing high standards of service, so that every event at SWG3 delivers the experience our audiences deserve.

You will line-manage and develop our Events Management Team, bringing hands-on experience and support across event health & safety, licensing compliance and crowd management and be the point of escalation when it matters most.

This is a demanding, high-visibility role within an ambitious, independent organisation, and would suit someone who combines strong operational and safety judgement with a genuine passion for music, events and the arts.



SENIOR EVENTS MANAGER

Key responsibilities

We're looking for the right individual to take lead of the Events Department at SWG3. Some key responsibilities of the role are:

Leadership & Team Management

- Lead and line-manage the Events Management Team, setting standards for operational delivery, conduct and customer service across all events.
- Supporting the wider events team, including external contractors, ensuring our ethos and values are shared across all aspects of delivery.
- Act as the point of escalation for operational, safety or customer service issues that the on-duty team cannot resolve.
- Foster a culture of collaboration, accountability, professionalism and creative problem-solving within the events team.

Event Operations & Compliance

- Own and champion the SWG3 customer experience, driving it to be the best it can be at every event.
- Play a leading role in the safe, compliant and successful delivery of every event, helping to ensure premises licence conditions, risk assessments and H&S standards are consistently met.
- Oversee event risk assessments and event documentation produced by the Events Management Team.
- Act as Duty Manager for a variety of events, leading the on-site delivery team when required.
- Maintain strong working relationships with local authorities, Police Scotland, the Licensing Board and emergency services, representing SWG3 on licensing and compliance matters.
- Review incident logs, debrief notes and customer feedback across the events programme, ensuring learnings are implemented and recurring issues are addressed.

Office, Administrative & Project Planning

- Oversee planning and resourcing across the full events calendar, ensuring staffing, budgets and logistics are aligned well in advance of event dates.
- Ensure consistent, high-quality event documentation and reporting practices are followed across the team, with actions tracked and followed up across departments.
- Lead post-event reviews for major events, translating findings into operational improvements.
- Represent the events function in cross-departmental meetings and wider organisational planning.



SENIOR EVENTS MANAGER

What we're looking for

- Experience in a venue, festival or events operations role, with a track record of leading teams and delivering a full, complex events calendar.
- A natural people-person who thrives on the buzz of live events, communicating confidently with the varied clients you'd expect to meet at the venue including corporate and private clients, brands, promoters, artists and their touring parties.
- Proven line-management experience, ideally having managed Duty Managers or similar operational staff.
- In-depth knowledge of licensing, health & safety, crowd management and emergency planning in a live events context.
- Experience managing operational budgets and third-party suppliers or contractors (security, medical, technical and similar).
- Confidence representing an organisation to local authorities, police and other senior external stakeholders on operational and compliance matters.
- Excellent written and verbal communication skills, with the ability to produce clear reports for senior leadership.
- Strong IT skills, including budgeting/spreadsheet tools and a good working knowledge of Microsoft Office.
- Resilience and composure under pressure, with sound judgement in live event environments.
- Willingness and flexibility to work evenings, weekends and irregular hours, including regular on-site presence during events.

Hours and location

This is a full-time role of 40 hours per week. Whilst our office hours are 10am - 6pm, Monday to Friday, as a live events venue, regular evening and weekend work will be required.

How to apply

Please submit the following to hr@swg3.tv by **5pm on Wednesday 30th September**:

- A covering letter telling us who you are and why you'd be the perfect fit for this role (no more than one side of A4)
- Your most up to date CV including any relevant qualifications

If you have any questions regarding this position, please email hr@swg3.tv