



OneRen Events Manager Recruitment Pack

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Contract Details

Position: Events Manager

Contract: Full-time, Permanent

Salary: G7

Location: Hybrid working model – home, office and venues across Renfrewshire

Line Manager: Events Coordinator

Deadline for Applications: Sunday 6th July

About the Role

We are looking for a visitor-focused, commercially minded Events Manager to help shape unforgettable experiences for the people of Renfrewshire and beyond.

This is a hands-on role for someone who loves the buzz of live events and understands what makes a great experience – whether it's a live music show, a dream wedding or a private corporate function. You will lead on the coordination and delivery of some of OneRen's highest profile events and support clients through their event journey with us.

You will work across our portfolio of unique venues – including the newly restored Paisley Town Hall – and work with a brilliant programming team to grow our events programme, increase sales, create an amazing visitor experience and make OneRen the first choice for clients and audiences.



Our Events

At OneRen, we like to think we have a venue for everyone and are proud to host a wide range of events – from sell out music gigs and product launches to large scale sporting events and festivals. No matter the size of the event, we always ensure that they are welcoming, operated seamlessly, and have the wow factor, made for memorable moments.

Our commercial events are a vital part of what we do – they deliver exceptional experiences, generate income, support local jobs and the regeneration of Paisley town centre. Your role will help grow this side of the business while keeping the visitor experience firmly front and centre.

We want our venues to feel alive, our events to feel special, and our guests to feel valued.

What We Value

We believe great events are built on:

- Smooth, professional delivery
- Excellent customer service
- Creative ideas that reflect our local character
- Partnerships that help us grow
- A commitment to accessibility and inclusion



Who We're Looking For

- You have experience setting standards and delivering events that impress
- You are great with people – clients, colleagues and audiences alike
- You know how to juggle multiple deadlines and keep calm under pressure
- You understand the business side of events and can help us meet our income goals
- You have ideas and energy and want to be part of a team that's going places
- You are passionate about providing amazing experiences and value the importance of excellent customer service

Key Responsibilities

- Plan and coordinate a wide range of events – from theatre and music to private functions and weddings
- Work closely with clients to bring their ideas to life, from first enquiry to event delivery
- Match each event to the right space and upsell services where appropriate
- Collaborate with internal teams and suppliers to deliver a high-quality service
- Monitor budgets and meet income targets
- Deliver tours and show rounds and attend promotional events to attract new business
- Make sure everything meets safety and licensing standards
- Learn from every event and help us keep improving



What You Will Achieve

- Happy customers and returning clients
- Events that get talked about – for all the right reasons
- A growing reputation for OneRen as the place for standout experiences
- A positive, can-do events culture across the organization

How To Apply

Please complete your application via our recruitment portal. Make sure to include the following in your application:

- What you've done before – and how it's relevant
- Why you'd be a great fit for this role
- What excites you about working with OneRen
- How your experience demonstrates that you meet the essential criteria for the role

We want to hear from people of all backgrounds and experiences. If you need any support with your application or want to chat about the role, get in touch.

What Happens Next

We'll shortlist based on your experience and potential against the essential criteria for the role. If selected, you'll be invited to an interview with the team. We may also ask you to prepare a short task to show us how you think and approach your work.

We're keen to make the process welcoming and fair – if you need any adjustments, just let us know.

