



Job Description

ENTERTAINMENT MANAGER

Description:

The role of the Entertainment Manager (EM) is to be Head of the Entertainment Department on board with overall responsibility for scheduling and delivery of the entertainment programme and management of the entire entertainment team (including the Cruise Director). The EM will report directly to the Peel shore-side Senior Management Team and will liaise directly with all HODs on board with focus on maximising revenue opportunities.

Skills & Responsibilities:

- Team Management - Responsible for coaching and development of team members including appraisals and all HR disciplinary procedures when required
- Quality Control & Monitoring – Checking/evaluating all activities, performances and events and responses of passengers. Ensure good time keeping of performances plus suitability of ambient lighting, sound levels and background music
- Meetings - Arrange and lead meetings with Team Heads (ie CD, Dance Captain, Senior Tech, Chief Kids Host). Schedule and chair weekly full team meetings. Attend all on-board HOD meetings
- Shore-side Communications – Prepare and issue weekly voyage reports to Peel plus regular ad hoc communication as necessary
- Cruise News – Preparation of Cruise News and daily programme
- Rotas – Preparation and distribution of team rotas
- Technical – in conjunction with Senior Tech issue fault reports
- Safety – Ensure that Entertainment Team carries out all mandatory safety ship procedures as required

- Hotel Manager – Liaise daily with HM/Thomson Manager
- Revenue – ensure entertainment and passenger flow supports and maximises revenue opportunities in conjunction with other departments