

# A house with a *rhythm*, not a venue with a *diary*.

Space & Programmes Lead · Full-time · At the house · Lagos

HOW TO APPLY

## The *role* in one paragraph.

### THE ROLE

One person to run the house and what happens in it — Space and Programmes, two of the four expressions of Palava House. You keep our spaces alive on the ordinary afternoon and give people reasons to gather on the programmed night: hospitality, the calendar, the guests, and the hosts and volunteers who help.

*The architecture provides the framework. People complete the space.*



### WHAT YOU WILL DO

## The room, and the *reason*.

Hold the daily rhythm of our spaces — records, books, objects, tea, the bar, the sound, the greeting. Then build the month from the ten formats, find the person behind the work, run RSVPs and access, and turn regulars into hosts.

Run the daily life of our spaces, open to close — hospitality included

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Curate what people find in the rooms, and keep evolving how the rooms are set

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Build the monthly calendar from the recurring formats

+

Find, invite and host guests; run RSVPs and access

+

Recruit, brief and direct hosts, volunteers and guest hosts

+

## WHO YOU ARE

# At home in *third spaces*. Better with *people*.

Real interest and experience in third-space hospitality — you have worked in or run the kinds of places people go to simply be with other people, and you have produced the programmes that happened in them. You care how a room is set and how people move through it. You notice where someone sits, whether they were greeted, how loud the music is. Curious across music, design, cities, food and ideas, and organised enough to run rotas, a calendar and RSVPs without it showing.

*Judged not by how full the room is, but by how good it is — and by who comes back.*



## TERMS

### What we can tell you *now*.

#### POSITION

Full-time

#### BASED

Lagos — at the house, most days

#### REPORTS TO

The Founder

#### SALARY

Discussed on application

#### START

As soon as we find the right person

#### TEAM

You, plus hosts and volunteers you build

### How we think about it

“

*“A full room is not the same as a good room.”*

COMMUNITY

“

*“If it satisfies none of the seven tests, it is an event — not a programme.”*

PROGRAMMING PHILOSOPHY

“

*“Whether somebody remembers their name matters.”*

HOSPITALITY

## HOW TO APPLY

### Send us *three* things.

- 01 A short note on why this room and not another.
- 02 A space you have run and a programme you made happen.
- 03 A CV, if you have one.

[people@palavahouse.com](mailto:people@palavahouse.com)

Subject: Space & Programmes Lead  
[@palavahouse](mailto:@palavahouse) · [palavahouse.com](http://palavahouse.com)

