

# MUSEUM OF THE HOME

## Job description

Job title:	Senior Events Manager
Department:	Commercial
Salary:	£35,000 per year, plus generous holiday and pension
Reporting line:	Head of Commercial Development
Direct reports:	Events Manager and Events Assistant
Role type:	Full time, i.e. 35 hours per week including evening, weekend and early morning work. The nature working in events will lead to irregular working hours, however TOIL (time off in lieu) will be arranged with line manager

## Job purpose

To manage, coordinate and support the work of the Events Team in delivery of commercial and income-generating events at the Museum of the Home (and occasionally off-site venues), including private and corporate hires, commercial partnerships and development events to support the Museum's fundraising work. Actively contribute to the Museum's commercial strategy.

Our values, and how they are represented in this role, you must be:

<b>Bold</b>	brave in trying new things, taking action and fighting for change on issues affecting the ways we live.
<b>Kind</b>	friendly, generous and considerate in all your actions
<b>Eco-active</b>	embed climate action in all decision-making and encourage visitors to make eco-minded choices at home.
<b>Equitable</b>	act transparently, ethically and inclusively - and allocate resources, time and care equitably

## Main responsibilities

- Manage the Events Team to ensure that all events are immaculately organised and meet the high standards expected within the Museum
- Line management of Events Manager and Events Assistant
- Review, maintain and grow preferred list of suppliers
- Coordinate and supervise a range of events across all spaces for hire, working closely with inhouse teams, catering and external suppliers to ensure events run on time and to high standards, including booking, scheduling and invoicing
- Coordinate the production and distribution of effective marketing materials to promote venue hire
- Benchmark commercial hire costings in line with trends and market factors
- Review and monitor leads and enquiries

- Advise clients on the Museum's operational and logistical policies to ensure the successful and safe running of their event
- Liaise with the Finance team on invoicing, payments and accurate income reporting
- Ensure compliance with internal policies, including the use of accredited suppliers, health and safety, and adherence to the licence conditions
- Coordinate and help run commercial partnership events, such as fairs, workshops, late-night openings and retail events, ensuring high standards are met at all times
- Liaise with commercial partners on marketing of events, data capture and to ensure all requirements are fulfilled
- Work closely with the Development team to coordinate and deliver their events programme including creating a timeline for each event
- Liaise with caterers, external suppliers and internal staff on all areas of event organisation
- Recruit and coordinate speakers, contributors and volunteers
- Monitor and track event budgets and report to the Head: Commercial Development on a regular basis

The above list is not exclusive or exhaustive and the job holder may be required to undertake such other duties as may reasonably be required.

### **Key performance indicators**

The following are key measures which show that the jobholder is delivering effectively in their role:

- Lead the Events Team to achieve event targets and budgets
- Organised planning and efficient administration
- Successful delivery of events
- Accuracy, relevance and timeliness of reports

### **Skills/Knowledge/Personal Attributes:**

Type of technical, specialised skills or personal attributes that are required to deliver 'main responsibilities' above.

#### **Essential:**

- Demonstrable experience in event management, including administration and coordination
- A creative approach to events and the ability to plan multiple events at once
- Well organised and calm under pressure
- Ability to work collaboratively as part of a team
- Positive attitude and ability to work flexibly under own initiative
- Ability to carry out duties as required such as manual handling tasks
- High level of interpersonal skills and an excellent manner with members of the public, clients, suppliers and colleagues, in person, in writing, on the phone and online
- High degree of computer literacy, IT MS Office Suite and ability to effectively manage databases
- Experience of managing supplier relationships
- Budget management experience

Desirable:

- Experience of line management
- Worked in a heritage site

We welcome applications from all sections of the community and are committed to maintaining an inclusive working environment, with a diverse workforce. We value individuality, equity and representation and appoint on merit.

As a Disability Confident Committed employer, our recruitment is inclusive and accessible. If you would like to request an alternative application format on disability grounds, please contact [jobs@museumofthehome.org.uk](mailto:jobs@museumofthehome.org.uk)

All back of house roles on minimum 4 days per week will work approximately one shift per month in the galleries as part of our Visitor First scheme.

This role may require out of hours work in the event of an emergency to support the emergency.

*Working to make Museum of the Home an amazing place to work.*

### **Benefits**

We aim to provide a stimulating working environment for everyone in the team. You'll be working alongside great colleagues and in a beautiful Grade I listed building.

You are also entitled to other employment benefits when you join us:

- 25 days paid holiday per year (increasing by one day per year, up to 30 days), plus bank holidays (FTE)
- Membership to one of two pension schemes
- Staff discount in our shop and on-site café
- Free access to many exhibitions, museums and art galleries in London
- Enhanced sick pay and family leave
- Cycle to work scheme
- Season Ticket Loan
- A confidential Employee Assistance Programme
- Free tea and coffee

We also have various groups for staff to join:

- Wellbeing forum
- Climate Action Group
- Equity Action Group