



JOB DESCRIPTION

Job Title: Museum Events Manager

Division: Development

Department: Museum Events

Salary: £28,000 per annum (depending on experience)

Contract: Permanent, Full Time

BACKGROUND

The Victoria and Albert Museum Events Department has a vacancy for an enthusiastic and highly motivated events manager.

The ideal candidate will be highly experienced in staging events, preferably in an arts based organisation. Knowledge of the arts, while not essential, is desirable, and the candidate must show enthusiasm for the V&A and exhibit an interest in the museum world. They will be very well organised, have a confident manner, significant administrative experience and be able to work confidently in a very busy office.

PURPOSE OF THE JOB

To work within a team of four in the production of events including receptions, exhibition launches, breakfasts, private views and charity events within the Museum.

The Museum Events team is part of the Development Department organising non-commercial events and has responsibility for in-house, non-profit making events, in particular private views for new exhibitions and gallery openings. They work closely with the Corporate Events team, who are responsible for hiring out the Museum for commercial events. Museum Events also advise on many departmental events and a large part of their work is devoted to assisting Development in their fundraising programme.

You will have the chance to work on very large and complicated events, some involving VIPs and the Royal Family as well as working with the best London caterers and event companies. You will be privileged to be involved in one of the most prestigious London museums and you will be working with a great team.

Key Responsibilities:

- Overseeing preparation of invitation copy, compilation of guest lists, despatch invitations and receipt of replies.
- Working with the Head of Museum Events and another Events Manager in ensuring that all events are immaculately organised and meet the high standards expected
- Tendering of contracts for and organisation of catering, lighting, sound and entertainment contractors to ensure best value and appropriate style for different events
- Monitoring of events budget and processing payment. Keeping an accurate record of expenditure for all events and ensuring all events run within an agreed budget
- Compiling schedules for the evening and dealing with security issues
- Liaising with departments across the Museum and sponsors where applicable
- Assisting the Head of Museum Events in policy development to support a busy office, devising systems to ensure better communication and handling of information - for example scheduling, event guidelines, health and safety and gallery permission
- Management of the office to ensure the smooth running at all times
- Co-ordinating the booking and scheduling of events in the Museum diary
- Continually monitoring the effectiveness of events through the use of event reports and feedback (including focus groups). Inputting into overall Development strategy with particular reference to Events.
- Be committed to health and safety and ensure familiarity with all of the Museum's health and safety policies and procedures.
- Be security conscious, ensure familiarity and co-operation with all museum security procedures and ensure you wear a security pass at all times when on museum premises.
- Promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect/dignity and actively contributing to developments that support the museum's strategy for widening access, inclusion and diversity.
- Carry out ad hoc duties as requested by appropriate managers within your department.

The post will require considerable evening and early morning work, including the organisation and management of morning and evening cultivation events and exhibition openings. This variable work schedule will inevitably lead to some irregular working hours.

PERSON SPECIFICATION

Essential requirements:

- Demonstrable event management experience
- Strong organisational skills
- A creative approach to events
- A can-do attitude, with an ability to keep calm under pressure and to use own initiative, good at prioritising, managing reactive work, balancing multiple requirements and adapting to new situations
- Meticulous attention to detail (essential as you will be working unsupervised for much of the time)
- A flexible, reliable and conscientious approach, with the ability to work as part of a small team and to manage other museum staff as required for large events
- Computer literate, confident in using a range of packages, in particular Excel, Word, spreadsheets and databases and a willingness to expand your knowledge
- A flexible attitude to hours – the position involves late nights assisting with events and early mornings for breakfasts or supervising deliveries and collection for evening events
- Excellent communication skills, both verbal and written and experience of dealing with people at the highest level in professional and social situations
- Smart appearance and well presented as you will be attending the events you organise
- Interest and commitment to the work of the Victoria and Albert Museum

Desirable requirements:

- Art history knowledge
- Experience of working in a gallery or museum
- Good contacts and a network in the events industry

OTHER INFORMATION

Hours/Salary

Net working hours (i.e. excluding meal breaks) are 36 per week.

The salary for this role will be £28,000 per annum, depending on experience. Salaries are reviewed on an annual basis.

Annual leave:

28 days plus 8 days public holidays

Pension benefits:

You will be auto enrolled into the Museum's Group Personal Pension Scheme and have the opportunity on completion of Probation to an enhanced pension provision, including an employer contribution of 10%.

Other benefits include:

- Non-contributory life assurance policy (to value of 4 x annual salary)
- An interest free season ticket or bicycle loan is available after three months
- Free entrance to all the major museums and exhibitions in London as well as many others
- Subsidised staff restaurant
- Discounts on purchases in V&A shops
- Childcare Voucher Scheme

Application process:

Please apply online via the V&A's website at www.vam.ac.uk/jobs

If you have any queries regarding the recruitment process, you can email us – hr@vam.ac.uk or telephone us on 020 7942 2937.

Closing date for receipt of applications is 25 January 2016

Interviews to be held week commencing 15 February 2016

Interview expenses will not be paid unless there is a prior agreement.