**JOB DESCRIPTION**

## **Job Title:**

## Events Officer

## **Reports to:**

## Events Manager

## **Contract:**

## Fixed term for 9 months from start date

## **Hours:**

## 36.5hrs per week

## **Salary:**

## £26,000

**Location:**

Head Office, Coalbrookdale with the ability to work at other Museums sites as required

## **Function:**

To help the events manager to develop, deliver, facilitate and evaluate an engaging and relevant events and visitor engagement programme across the Museum.

You will always strive to put our customers at the heart of everything we do.

**Duties Include:**

1. Being involved in an event from inception to production and delivery
2. Helping to develop new event concepts that are fitting for the Museum
3. Administration of event budgets, creating business plans that support the programme
4. Delivering events on time, within budget, that meet (and hopefully exceed) expectations
5. Attending meetings with other colleagues to collaborate, develop and deliver a wide range of events using the museum’s resources, venues and stories
6. Preparing timelines for delivery of events, monitoring and taking corrective actions as necessary to deliver the event to time and budget
7. Support the work with the Marketing Department to for event promotion and PR opportunities
8. To help undertake full evaluation of all events in collaboration with other departments and make changes and improvements as required
9. To support the Events Manager in ensuring that health & safety, security and environmental health requirements are adhered to at all times for events
10. To help oversee set up and pack down of event infrastructure
11. To work with the wider museum team to ensure events are delivered with appropriate staffing levels and provide leadership, motivation, direction for those personnel
12. To help build relationships with local organisations and service providers/contractors to bring specialised entertainment and demonstrations to the site
13. To ensure procedures are followed for the orderly development and sign off of the events programme
14. To work flexibly as role will require some weekend and out of hours working
15. Ensuring excellent customer service and quality delivery for every event you deliver
16. Any other duties commensurate with the post.

**STAFF REPORTING DIRECTLY:** None

**BUDGETS HELD:** None

**PERSON SPECIFICATION**

**Essential:**

1. Experience of helping with event management
2. Good customer experience skills
3. Ability to prioritise and manage time and workload
4. Ability to work independently and as part of a team and able to use own initiative
5. Flexible in approach to work and work hours
6. Competent ITC skills
7. Full driving licence and access to a vehicle.

**Desirable:**

1. Experience of heritage/cultural organisation
2. Relevant qualifications.

Signed (Postholder):…………………………… Printed: ……….………….. Dated: …………..….

Signed (Manager):…………………………… Printed: ……….………….. Dated: …………..….

**This job description is subject to periodic review.**