



JOB DESCRIPTION

Job title	Events & Venue Hire Manager
Responsible To	Museum Director
Responsible For	Membership & Bookings Co-ordinator, Collections & Events Assistant, Marketing Officer

Key Purpose of Job

To take the lead on delivering the Museum's wide-ranging events programme and manage arrangements for venue bookings.

Main duties & Responsibilities

- Plan and co-ordinate a wide range of events, working closely with volunteer event organisers, and managing paid and volunteer events staff.
- Work with the Marketing Officer to maximise promotional opportunities for events to further the objectives of the Museum.
- Manage stallholder and exhibitor bookings, taking decisions on placement and ensuring they meet Museum requirements with regard to health and safety.
- Ensure event equipment, signage and decorations are installed, removed and stored in good order.
- Evaluate the success of each event based on data collated on the event and feedback from visitors and volunteers.
- Work with the Membership and Bookings Administrator, ensuring the Office calendar is up to date and information on bookings and events is shared appropriately within the team.
- Manage venue hire, filming and location hire bookings, liaising with other team members as required.
- Work with the Finance Officer to ensure entry forms and payment processes are set up in good time for each event and invoices are raised for any venue hire activities.
- Act as Duty Manager when the Museum is open to the public, responding to issues and dealing with incidents.
- Undertake any other relevant duties as reasonably required by the Museum Director.

Person Specification

Essential

- Available for regular weekend working
- Excellent communication skills
- Good organisational skills
- Adaptable and practical with a proven ability to manage multiple priorities
- Calm approach to problem solving
- Experience of planning and organising events
- A visitor-centred approach to work, with an enthusiasm for and understanding of the varied heritage offer at Amberley Museum

Desirable

- Line management experience
- Experience of marketing and promotion
- Experience of pricing for venue and location hire purposes