

## Events Co-ordinator

This is an exciting time to join the Brunel Museum. While the financial impact of the past year cannot be overstated, with a new Director in post, this little Museum has big plans for the next 12 months, and we're looking for an ambitious and proactive individual to help us achieve them.

Since the Thames Tunnel Fancy Fairs, our site has been home to some of the best performance, and the events coordinator is a key part of keeping that tradition alive. Our events are varied: from sea shanty choirs to book launches to weddings, we create memorable events for our guests and clients.

By helping us maximising income from the Museums sites, you will support us to deliver our strategic objective to encourage growth and sustainability through commercial prowess. You will be responsible for all elements of venue hire, from the first enquiry through to planning and delivery of the events, including weddings

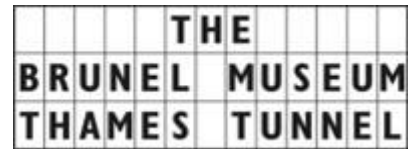
Flexibility is key as the small museum with the big story continues its post Covid-19 recovery. We recognise that flexibility is a two way street so while we are asking for flexibility from our staff, we want to try and provide the same in return. If you meet the criteria but require additional flexibility in hours, please do get in touch with the Director.

### Conditions of work

- Fixed Term Contract – 6 months
- Hours of work: 7 hours per work (ideally across two half days)
- Salary: £24, 000 p.a. pro rata (£400 a month)
- Reporting to the Museum Director

### Job description:

- Responding to enquiries to the [event@thebrunelmuseum.com](mailto:event@thebrunelmuseum.com) inbox about venue hire
- Work with the Director on targeted marketing venue hire at the Museum, including Drafting and posting social media posts relating to venue hire and Ensuring the Museums listings on venue hire websites is up to date
- Proactively Identify promotional opportunities and calling to prospective clients, agents, and lapsed clients.
- Delivering site visits
- Planning events with clients
- Working with other onsite partners, such as Midnight Apothecary
- Delivering onsite support for venue hire bookings (setting up chairs, tables etc).
- Acting as Duty Manager when required
- Participate in planning meetings covering all event bookings for the week ahead, communicating changes



- Ensuring prompt payment from clients, working with the Finance Manager
- Weekend and evening working as required (TOIL offered)
- Any other duties as requested by the Director

## Person Specification

### Essential:

- Good communication skills, both written and verbal
- Strong IT skills – Microsoft Office, as well as web and social media
- Good eye for detail
- Ability to build rapport and build relationships quickly
- Experience delivering events
- Knowledge of relevant Health and Safety Procedures
- Good problem solving skills
- Good time management and prioritisation skills
- The ability to carry out some heavy lifting / manual tasks, when necessary

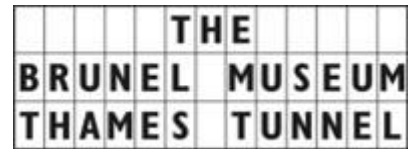
### Desirable

- Experience producing marketing or promotional material, including drafting social media posts
- Experience selling and delivering weddings
- First aid qualification
- Demonstrated understanding of the security and preservation needs of museum collections
- Experience of managing health and safety in a public environment

Any questions about the role should be directed to the Director, Katherine McAlpine in the first instance, [Katherine.mcalpine@thebrunelmuseum.com](mailto:Katherine.mcalpine@thebrunelmuseum.com)

**Deadline:** Please apply with a CV outlining your relevant experience and a covering letter explaining why you want to work at the Brunel Museum, and how you meet the required experience and skills by **9am Monday 18 October**

Interviews are expected to take place w/c 25 October



## **Appendix 1**

### **The Brunel Museum's Charitable Objects:**

1. To preserve and encourage the preservation for the public benefit of the Engine House situated in Rotherhithe Street, Greater London and the precincts thereof by such means as may be necessary.
2. To educate the public in the appreciation of the engineering works of Marc and Isambard Brunel, particularly the construction of the Thames Tunnel, and to publish and catalogue, leaflet or other material in connection herewith; and
3. To provide a recreational facility for local residents and for the public at large at Rotherhithe and, subject thereto, to generally enhance the surrounding conservation area.

### **The Brunel Museum's 6 Strategic Aims 2019- 2024**

1. We will put place-making at the heart of Brunel's London story.
2. We will interpret broadly the many stories of our buildings and our collection.
3. We will bring more people to Brunel's story and legacy.
4. We will help to inspire a new generation of engineers.
5. We will encourage growth and sustainability through commercial prowess.
6. We will ensure effective governance and administration.