

JOB DESCRIPTION

Job Title:	Museum Public Events Executive, London
Employer:	Trustees of the Royal Air Force Museum (“The Museum”)
Responsible to:	Museum Public Events Manager
Responsible For:	Work with the Museum Public Events Manager to plan and deliver London’s onsite Public Events programme.

Purpose of the Role:

- 1) Develop, co-ordinate, support and deliver the public events programme, ensuring the experience provided by The Royal Air Force Museum has a clear focus on our visitors, providing them with a first class service and are enabling them to connect with our compelling story
- 2) Contribute to increased visitor numbers and maximise event profitability through the successful development and management of the public events programme
- 3) Work with the Museum Public Events Manager, providing support to develop and deliver new events and revenue streams

JOB FUNCTION:

- 1) Support, co-ordinate and deliver existing events with the public events programme
- 2) Develop new events to form part of the calendar
- 3) Co-ordinate event-related logistics, including drawing up internal event briefs, producing risk assessments and organising staffing and volunteers
- 4) Produce briefings and progress reports as required
- 5) Contribute to the development and delivery of the events strategy
- 6) Ensure that relevant RAF Museum policies and procedures, including the RAF Museum’s Health & Safety Policy are communicated to event volunteers and external contractors
- 7) Monitor competitor activities as required to inform future development
- 8) Produce post-event evaluations
- 9) Maintain a Personal Development Plan
- 10) Ensure all holiday leave, sick leave and other absences are recorded in accordance with Museum policy
- 11) Any other relevant duties as may be reasonably required

MANAGEMENT:

- 1) Work with the Museum Public Events Manager with the development and delivery of the public events programme, ensuring that deadlines and budget are controlled in line with the event plan
- 2) Manage the operational delivery of museum events
- 3) Recruit and help support volunteers for the Public Events programme
- 4) Liaise with Marketing, PR, Retail and other departments to identify promotional and commercial opportunities for public events
- 5) Manage workload, priorities and timescales to meet schedules and deadlines in an effective and efficient manner
- 6) Represent the museum in a professional manner at all times
- 7) Undertake all responsibilities, and duties, in accordance with museum policies and procedures
- 8) Deputise for the Public Events Manager in their absence or as required
- 9) Ensure that full details of events are communicated internally and externally

RELATIONSHIPS:

- 1) Establish collaborative and effective working relationships with the Cosford Public events team, and all Departments of the Museum
- 2) Interact in a friendly and positive way with all museum visitors you come into contact with, helping them to enjoy the museum on their own terms

POLICIES AND PROCEDURES:

- 1) Comply with Health & Safety legislation
- 2) Adhere to organisational policies and procedures to protect people and the Museum's reputation
- 3) Uphold the Museums Association's Code of Ethics

BUDGET:

Although not a formal budget holder, the post holder will be responsible for managing delegated budgets for specific events

PERSONAL RESPONSIBILITIES

1. Work as part of a flexible team and support colleagues across all departments, supporting a one museum culture
2. Protect the reputation of the Museum

HOURS AND PHYSICAL CONDITIONS

1. This is a fixed term full time position for 12 months
2. The post involves working weekdays, weekends, Bank Holidays, early mornings, evenings and, on occasion overnight working
3. Occasional offsite meetings and travel to our Cosford site are required

This is a description of the job at present. The above is not intended to be a comprehensive list of key responsibilities or duties. Other related duties may be required from time to time. It is the practice of the Museum to periodically review job descriptions and to update them to ensure that duties relate to the job then being performed. It is our aim to reach agreement to reasonable changes following consultation. However, if agreement is not possible the Museum reserves the right to make reasonable changes after consultation.

PERSON SPECIFICATION

CRITERIA	STANDARD	E/D
Qualifications	<ul style="list-style-type: none"> • A good level of general education • Willingness and ability to hold a First Aid at Work qualification • First Aid at Work qualification • Clean driving license 	E E D D
Work Experience	<ul style="list-style-type: none"> • Demonstrable experience in an events related role • Experience of customer/client relations • Demonstrable experience of the managing and delivery of public events 	E D D
Skills and Knowledge	<ul style="list-style-type: none"> • Highly motivated and efficient with excellent administrative skills • Good level of computer literacy and IT skills including Microsoft Office software • Ability to prioritise and multi-task to complete tasks on time and accurately • Excellent verbal and written communication skills, with attention to detail • Ability to work comfortably with a wide-range of customer/clients and external agencies at all levels • A team player able to work closely and effectively with a colleagues across the Museum • Working knowledge of relevant Health and Safety Legislation 	E E E E E E D
Aptitudes	<ul style="list-style-type: none"> • Flexibility to work hours as required which includes working weekdays, weekends, Bank Holidays, early mornings, evenings and, on occasion, overnight • Commercial acumen • Takes ownership/responsibility for tasks • An interest in the Royal Air Force Museum and its activities 	E E E D