



Role Description – Event Assistant and Administrator

Job Title	Event Assistant and Administrator
Responsible to	Head of Commercial Events
Works with	Executive Director, Development Director, CEO, Event Assistants, Learning Officer, Café Manager
Location	Museum of Brands, Packaging and Advertising, London, W11 1QT
Working pattern	3 days, part time, usually Wednesday – Friday 9:30am-6.00pm, evening and weekend work as required
Holiday	20 days pro-rata, 8 public holidays pro-rata (12 day holidays and 5 public holidays)
Salary	£17,000 to £22,000 per annum pro-rata DOE

Job Description

The Museum of Brands, Packaging and Advertising is looking for a dedicated and ambitious Event Assistant and Administrator to join a small and busy team as a permanent part-time staff member. This is a unique opportunity to assist with the promotion of the Museum venue spaces to corporate clients, ensuring monthly and annual targets are met. The successful applicant will be responsible for providing event related administrative and operational support, ensuring the successful delivery of a busy daytime and evening commercial events schedule. The ideal candidate will have a strong customer focus, and be commercially minded in order to maximize income generation through venue hire. Strong IT skills, especially Word and Excel, are essential, along with familiarity with setting up in-house Audio visual equipment. Significant flexibility is required to attend events when required both during the day and evening. You will need to be impeccably organised, and excellent communicator at all levels, confident, efficient and proactive, whilst being able to remain calm and amicable in difficult situations. The role is very broad and offers the opportunity to grow and to develop a significant number of skills, so it would suit someone ambitious, with a can-do attitude and able and willing to work hard to build a successful career in events.

1) Job Purpose

To contribute to the achievement of monthly and annual targets by assisting in the delivery and development of our successful commercial hire business, providing administrative and operational support, monitoring profit margins, maintaining relationships with suppliers and offering excellent client service.

2) Main responsibilities

Events Management

- To oversee on-the-day management of venue clients, freelance event assistants and contracted suppliers
- To collect and produce accurate & complete details ahead of events, including attendee lists, running orders, catering and invoicing information
- To provide pre, during and post event client support, including set up of the venue and basic IT and AV support
- To arrange event staff & subcontractors, including (extra) cleaning, catering and AV, and act as supplier liaison for events

Sales and Marketing

- To research and assess venue sales opportunities
- To develop new business opportunities and attend any relevant networking and external events e.g. to boost the Museum's public presence
- To help produce marketing materials including brochures and flyers, venue newsletter content and direct communication to clients
- To monitor the effectiveness of promotions and special offers
- To manage and develop relationships with membership organizations

Administration

- To assist with event enquiries at the Museum via phone, email and FOH
- To manage all supporting administration, including enquiry information, Museum calendar, supporting documents and procedures, running orders and feedback
- Checking stock supply levels and placing orders
- Write and manage event enquiry procedures for team-members

3) Person Specification

	Essential	Desirable
Qualifications	Educated to degree level	
Knowledge	Understanding of budgeting and strong numeracy Working knowledge of MS Word, Excel, Outlook and Internet.	Enthusiasm for and knowledge of collections relating to brands, packaging, advertising or design
Skills and Experience	One year relevant work experience Ability to communicate clearly, concisely and effectively verbally and in writing	Venue Sales & Marketing skills Hands on knowledge of technical equipment

	Ability to resolve issues with minimum disruption	
Aptitudes	<p>Willing and able to regularly work out of office hours</p> <p>Ability to handle and resolve conflict with minimum disruption</p> <p>Confident and motivated to work towards targets</p> <p>Ability to prioritize workloads and good time management</p> <p>Not afraid to get hands dirty</p>	

4) Museum responsibilities

- Respect all confidentiality, principles and practice of the Data Protection Act.
- Undertake further training as deemed necessary
- Assist in maintaining the security of the Museum and Museum visitors
- Comply with Fire and Health and Safety policies and legislation and to ensure the compliance and awareness of volunteers and visitors to the building.

5) How to apply

Please send your CV and a covering letter demonstrating how you meet the person specification: francesca@museumofbrands.com

Closing date: 6pm Sunday 24th September