

## Job Description

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The Tank Museum was founded in 1923 as a teaching resource for engineers and soldiers of the Tank Corps. Over the last 80 years, the Museum has dramatically transformed from a training aid for the army to a 21<sup>st</sup> century Museum aspiring towards access and excellence for all.

Based at Bovington Camp, the home of the tank, the museum boasts the most comprehensive collection of armoured fighting vehicles in the world. In addition, the Museum has a very strong supporting collection of medals, photographs, film, sound recordings, fine art, books, weapons, models and memorabilia. Current displays tell the story of the tank from its inception in 1915 to the current war in Afghanistan. The entire collection has Designated Status.

Over 200,000 people visit the Tank Museum every year where we bring the history of tanks and tank crew to life...Supported by the world's best collection of tanks and action packed live displays. The Events Team play a vital role in managing and delivering first class events and increasing revenue in the museum to reinvest in the collection.

The Events Team is part of the Operations group, working closely with catering, visitor services/retail and facilities/operations.

The Event Executive plays a crucial part in assisting in the delivery of all Museum and public events and is responsible for ensuring a seamless service with clients, visitors and internal customers to deliver the highest standards on all events.

Our biggest event of the year is Tankfest, which attracts over 20,000 visitors and accounts for 20% of the Museum's turnover.

The position holder is responsible for providing a range of support to the Events Manager & operations team in coordinating all aspects of public events.

# ROLE PROFILE

<b>Job Title</b>	<b>Events Executive</b>
<b>Department</b>	Commercial Operations - Events
<b>Reporting To</b>	Events Manager
<b>Contract</b>	Full Time
<b>Salary</b>	£18,000 - £20,000
<b>Key Relationships</b>	Events manager, catering, visitor services, operations & marketing

<b>Overall Job Purpose</b>	To support the Events Manager in the planning and implementation of the Museum's public events and act as the first point of contact for public event enquiries.
<b>Key Accountabilities</b>	<p><b>Events:</b></p> <p>Support the Events Manager with a 'hands on approach' to administration, set up and delivery of all Museum public events.</p> <p>Assist with the coordination and administration of corporate venue hire bookings at the museum.</p> <p>Responsible for Experience days (Access All Areas, Workshop &amp; Crew Days) from booking through to delivery on the day, maximising profits.</p> <p>Responsible for event specific back office admin procedures. Maintaining the current systems in planning and booking of all events including databases, evaluation data collection/analysis and financial systems.</p> <p>Assist with the day to day co-ordination and planning of the event calendar including telephone answering, responding to email enquiries, researching suppliers, negotiating contracts, processing payments, paying invoices and general administration.</p> <p><b>Customer &amp; Operations Support:</b></p> <p>Working closely with the Museum marketing department in assisting with group bookings and answering the general museum phone line.</p> <p>To act as a first aider for the Museum site.</p>

The duties and responsibilities in this job are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>	Excellent standard of education	Degree Events qualification First Aid IOSH
<b>Experience</b>	Proven track record in administration initiating and implementing back office systems.	Experience of working in an event organisational role.  Experience of working on large scale festival style events.
<b>Knowledge</b>	Understanding of events industry.  Good knowledge of Microsoft Office packages including Word, Excel and Power Point.	Knowledge of 20 <sup>th</sup> century military history.  Knowledge of armoured vehicles.
<b>Personal aptitude &amp; skills</b>	A people person.  Good organisational skills and to be able to plan and prioritise workloads  Work well in a busy environment and under pressure.  Excellent attention to detail and accuracy.  Communicate with a wide range of people, internally and externally.  Ability to work with the minimum of supervision and make calculated decisions.	Ability to negotiate.
<b>Disposition</b>	Enthusiastic and committed with a genuine passion for events organisation.	
<b>Other requirements</b>	To be able to work weekends and evenings in order to support special events.	