

**Events and Project Manager - Job Description**

Job title	Events and Project Manager
Division or department	Soldiers of Gloucestershire Museum
Location	Custom House, Gloucester Docks
Responsible to	Museum Operations Director

This job description provides an outline of the duties and responsibilities of the role and the necessary skills and knowledge required to perform them as at the date it was created. Employees will be recruited on the basis of their qualifications and experience to do the work to be performed, regardless of sex, sexual orientation, gender reassignment, marital or civil partnership status, race, colour, ethnic or national origin, nationality, religion or belief, age, pregnancy and maternity, disability or trade union membership status. By applying for this role, the candidate accepts that over time this job description may be subject to change as the candidate's duties and job evolves.

**Job purpose:** Employed by the Board of Trustees, reporting to the Museum Operations Director, the Museum Events and Project Manager will ensure the delivery of high-quality events that promote the museum, and generate profitable revenue in line with the Event LOB within the 5-year Business Plan.

**Main responsibilities and duties**

To manage all aspects of Events based SOGM activity working closely with the Ops Director to ensure full mutual support and agreed allocation of resources, this includes, but is not limited to: -

1. The planning and delivery of Events
2. To take regular direction from, and provide regular reports to the Operations Director
3. To develop and agree an annual Events Plan with the Museum Operations Director (and the Executive Committee)
4. To plan and generate individual Business Plans for all authorised Events that fall outside of the day to day running of the museum
5. To promote the museum and its events to all potential customers / visitors through agreed means, such as the Website and social media
6. To take responsibility for the delivery of profitable revenue from each event
7. To build and develop productive relationships with other organisations to the benefit of the museum (such as the other venues in Gloucestershire, City Council, The Docks, The Veterans associations, The Armed Forces, including the cadet forces to support and contribute to the Event Programme.

8. To contribute the Events input to the Annual 5yr Rolling Plan (Normally developed Jan – Mar each year)

The Events and Project Manager is also responsible for the museum's online shop:

1. The Events Manager is responsible for this LOB and achieving the agreed targets set and agreed within the Annual 5yr Business Plan
2. This includes Liaison with the Ops Director on stock holdings, fulfilment and marketing.

To undertake any relevant training where necessary

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and required by the Museum Director to meet the overall business objectives of the organisation

### **Targets**

Annual financial and business targets will be set by the Executive Committee annually prior to the start of the Financial Year.

Any agreed bonus scheme will be set by the Executive Committee annually prior to the start of the Financial Year.

### **Required knowledge and skills**

#### **Essential**

1. Experience of having managed both small and larger scale profitable events
2. Strong interpersonal and communication skills
3. High standards of work
4. Positive, can-do attitude with a pro-active approach
5. Ability to work as part of a team
6. Ability to work on own initiative

#### **Desirable**

1. Understanding of the rules and regulations regarding independent charity museums

### **Qualifications**

None essential

Job Description approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Employer Signed: \_\_\_\_\_ Date: \_\_\_\_\_