

NATIONAL MUSEUM OF THE ROYAL NAVY

Events Manager

Salary: £20k (dependent upon experience)

37.5 hours per week - Permanent

The National Museum of the Royal Navy (NMRN) is recruiting for a Events Manager to join the Fleet Air Arm Museum, Yeovilton, Somerset.

This is an exciting opportunity to lead and shape the Museum's approach to its Events and Venue Hire provision, servicing a variety of bookings and functions.

We are looking for an Events Manager to join the team who will bring a flair for enterprise, helping us to deliver a high level of service, coupled with imagination and adventure.

Key Opportunities

- To be at the forefront of the delivery of both the Public Events and Corporate Hospitality offer at the Fleet Air Arm Museum.
- Provide expertise that enhances the visitor experience and contributes to our desire to be the world's most respected Naval Museum, underpinned by a spirit of enterprise and adventure.
- Delivering targeted income, seeking to maximise revenue opportunities and minimise costs through effective management of goods and services.
- To help develop Events at the Museum, significantly contributing financially, reputationally and in terms of customer satisfaction, to the overall Museum and Trading Company.
- Lead and motivate site based teams to support these exciting adventures and opportunities.

Knowledge/Experience

Applicants should: -

Have Demonstrable understanding of both customer service and customer care principles. Working in a customer focused environment with experience of delivering outstanding customer service.

Have a broad knowledge of people management, motivation and engagement.

Have clear commercial awareness and experience managing income and expenditure budgets.

Have a high level of professional competence and events knowledge. Minimum Two years' experience managing within a high pressure events / hospitality environment.

Have sound knowledge of basic Health and Safety requirements, and a willingness to learn more.

Have a proven track record of Event Planning and Delivery.

Have experience of working in a complex multi stakeholder organisation.

Have strong communication skills, with an evident enthusiastic and inspiring manner.

Have experience of leading and managing a team, working in a customer focused environment. Ability to motivate a team, especially in times of change.

For further details, or an informal discussion regarding the role, please contact Marc Farrance on Tel: 01935 842622 or marc.farrance@nrmn.com

The role profile can be viewed at www.NMRN.org.uk/jobs. Applicants are asked to submit a CV and a statement indicating how their knowledge and experience match those specified.

Applications should be forwarded to the HR Team at recruitment@nrmn.org.uk and are required by Wed 11th July 2018. Interviews will be held 19th July at Yeovilton, Somerset.