

GARDEN MUSEUM

JOB DESCRIPTION

Job Title: Duty Manager

Responsible to: Head of operations / Venue Hire Manager

Background to the Development Project

The Garden Museum will open after an 18 month closure for a £7.5million redevelopment project, re-opening in April 2017. The Development Project will restore the ancient structure of St Mary-at-Lambeth and transform it into a modern Museum. The Museum is the only Museum dedicated to gardens and its re-launch will be the event of the gardening year while opening us up to wider cultural and heritage audiences.

After re-opening we continue to publicise 3 exhibitions per year and over 40 events including corporate hire and weddings.

Purpose of job

These are vital positions within the Museum's structure. Duty Managers are responsible for managing and maintaining the Museum's Venue Hire functions during out-of-hours events. Hours as directed by the Head of operations and/ or Venue Hire Manager. Usually there are two Duty Managers at any event, internal or external.

Relationships

Internal - liaising with Garden Museum employees and freelance representatives

External – liaising with external Venue Hire clients and guests to the Museum

Principal responsibilities

Key areas of responsibility include-

- Overseeing the Museum's site, facilities and security operations during out-of-hours events or as requested by the Head of Operations and/or Venue Hire Manager
- Be the Museum's point of contact during the event
- Assisting with the setup, pack down and running of internal and external events
- Any other activities as reasonably required

Person specification

- Fluent English
- Highly developed interpersonal skills
- Flexibility to attend out of hours events at short notice and when necessary
- Awareness of facilities and security issues
- Physically fit to do lifting and carting of displays, tables, chairs etc
- Highly organised and with attention to detail
- Ability to do at least one shift a month
- UK/EU resident
- Experience working in an events and/or arts//heritage/museum environment