

National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

Research & Programmes Division

Post: Summer Placement - Programmes Support (Chelsea History Festival)

Reports to: Programmes & Community Engagement Producer

Scope

The Programmes Summer Placement supports the Programmes team in planning and delivering the National Army Museum's public programme, including the Chelsea History Festival.

Job Role

The Programmes Summer Placement works under the direction of the Programmes & Community Engagement Producer to assist with the administration and planning of public events, liaising with internal colleagues, and helping to deliver regular talks and the annual Chelsea History Festival.

Job Description

1. Responsibilities:

- a. Supporting the development of the public programming by liaising with speakers, supporting with programming administration and developing plans and ideas for future public programming, all as delegated by the Programmes & Community Engagement Producer or Programmes Manager.
- b. Supporting the research and implementation of a bespoke private tours offer.
- c. Assisting the Programmes & Community Engagement Producer in the delivery of Community Engagement events and further building our database of local community partners.
- d. Supporting the delivery of the public programme through liaising with marketing and other internal teams about assets, taking an active role in delivery by working at events, such as the weekly Friday Insights, as well as other events. Some events take place in the evenings or weekends, so a willingness to work occasional evenings and weekends is essential.
- e. Filling in speaker packs and content forms, both for the National Army Museum public programme and for the Chelsea History Festival.
- f. Under the supervision of the Programmes & Community Engagement Producer or the Programmes Manager, assist with the Chelsea History Festival, including logistical planning of green room spaces and coordination of ticketing holds and coordination of ticket holds.
- g. Developing assets for use on group visits, particularly for engaging with the Army community.

2. Internal Relationships

- a. Working closely with the Programmes Manager and Programmes & Community Engagement Producer to coordinate departmental administration and organisation.
- b. Liaising with the Communications team in supporting departmental marketing initiatives, and responsible for completing content forms and ensuring that information is communicated to relevant parties.
- c. Maintaining good working relationships across the Museum, particularly within the Collections and Research teams, to identify opportunities to showcase activity through the Public, Research and Membership Programmes.

3. External Relationships

- a. Representing the Museum externally, promoting the work of the National Army Museum and developing productive relationships with external stakeholders, including the Army.

4. Health & Safety and Security

- a. Be committed to good health and safety, security and access practice, ensuring familiarity and compliance with Museum policies, procedures and guidelines, including the Museum's Health & Safety, Fire Safety and Safeguarding policies, and ensuring the safety and welfare of visitors, staff, volunteers and contractors at all times.
- b. The post-holder will be required to set up/ break down the learning/ family workshop spaces (e.g. lifting and moving chairs, tables, workshop materials, etc.)

5. In addition, the post holder is required to:

- a. Act in every way so as to preserve the Museum's reputation and good name in all areas of its work and be fully committed to openness and transparency in all its dealings.
- b. Ensure that the Museum's Accounting and Financial procedures are strictly adhered to and embed a culture of control and financial discipline.
- c. To play a full part in the generation of income as required and to avoid breaches of financial regularity and propriety, the misapplication of funds or waste of resources.
- d. Take due care to assess and manage risk, having regard to the NAM's Risk Management Policy; (*Risk Management at the NAM: Matrix of Risks*).
- e. Carry out their duties in accordance with the NAM's Equal Opportunities Policy.
- f. Travel to and operate from the National Army Museum's outstations or locations where the Collection, or parts of the Collection, or other NAM property or services are held, or carried on, as and when necessary. The post-holder

may be required to work off-site including at the Museum's facilities at Stevenage.

- g. The post-holder will be based at the Museum in Chelsea.
- 6. The post-holder will be required to attend and actively participate in regular training sessions, to ensure up-to-date knowledge of the job role and its requirements. This training may involve travelling off-site.
- 7. The appointment is a fixed-term role. Additional evening and weekend working may be required. The salary is National Minimum/Living Wage. The post-holder is required to give two weeks notice in resigning.
- 8. The appointment will be subject to a security clearance.
- 9. This job description sets out the key responsibilities and tasks of the post and is not exhaustive. It may alter with the changing needs of the museum. This job description may be reviewed and updated.
- 10. The National Army Museum is an equal opportunities employer.

Signature:

Date:

[April 2025]