

National Army Museum Trading Limited (NAMTL)

Royal Hospital Road, Chelsea, London SW3 4HT

Post: Venue Hire and Events Manager

Post No: NAMTL 248

Person Specification

CRITERIA	STANDARD	E/D	EVIDENCE
Qualifications	Relevant qualification demonstrating business and/or commercial awareness.	D	Certificate
	Relevant qualification in Events, Hospitality and/or Marketing.	D	Certificate
	First Aid trained, or willing to undertake First Aid training.	E	
	Personal License holder or willing to undertake training	D	
Experience	Proven experience in planning, developing and managing venue hire and delivering events.	E	Application and Interview
	Experience of selling spaces for corporate hire and events.	E	Application and Interview
	Experience of heritage or visitor attraction events.	D	Application and Interview
	Budget/financial management.	E	Application and Interview
	Experience of managing contractors and third party suppliers; writing briefs; developing and implementing contracts; and a working knowledge of contract law.	E	Application and Interview
	Experience of marketing and developing a marketing strategy.	D	Application and Interview
	Experience of producing reliable and intelligent management information, including reports, strategy documents and operational procedures.	E	Application and Interview
	Experience of conducting market research and identifying opportunities for, and managing audience development.	D	Application and Interview
Knowledge	Commercial and business awareness.	E	Application and Interview/test
	A sound knowledge of Health & Safety at work regulations and best practice; and licensing.	E	Application and Interview
Skills	Excellent presentation and interpersonal skills with the ability to network and communicate confidently, effectively and persuasively to a wide range of stakeholders.	E	Application and Interview
	Excellent analytical and evaluation skills.	E	Application and Interview

	Excellent written and verbal communication skills.	E	Application and Interview
	Excellent strategic planning, organisational, administrative and project management skills.	E	Application and Interview
	Computer literate with good word processing skills and experience of using databases.	E	Application and Interview
	Familiarity with MAC OSX and Apple Mail.	D	Application and Interview
	Able to move furniture such as tables and chairs, to facilitate the set-up of events.	E	Interview
	Interest in Military History	D	Applications and Interview
Aptitudes	Ability to prioritise and meet deadlines.	E	Application and Interview
	Commitment to providing excellent service and quality and providing customer feedback.	E	Application and Interview
	Good team player.	E	Application and Interview
	Understanding of working in support of equality and diversity at all times.	E	Application and Interview
Particular circumstances	Travel to other venues e.g. <i>Stevenage store</i> may be required and may include some overnight stays.	E	Interview

KEY: E = Essential

D = Desirable

Justin Maciejewski Director
National Army Museum

January 2024