



THE TANK MUSEUM

## **Weddings & Corporate Events Planner**

### **Role Description**

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The Tank Museum was founded in 1923 as a teaching resource for engineers and soldiers of the Tank Corps. Over recent years, the Museum has dramatically transformed from a training aid for the Army to a 21<sup>st</sup> century Museum aspiring towards access and excellence for all.

Based at Bovington Camp, the home of the tank, the Museum boasts the most comprehensive collection of armoured fighting vehicles in the world. In addition, the Museum has a very strong supporting collection of medals, photographs, film, sound recordings, fine art, books, weapons, models and memorabilia. Current displays tell the story of the tank from its inception in 1915 to the recent war in Afghanistan. The entire collection has Designated Status. In 2018 The Museum became part of Arts Council England's National Portfolio.

### **Events**

The Events Team play a vital role in managing and delivering first class events and increasing revenue in the museum to reinvest in the collection. It is part of the Commercial Operations department, working closely with catering, visitor services, guides and facilities teams.

The Weddings & Corporate Events Planner plays the key role in planning and delivering of all Museum wedding, corporate hire and premium experience packages and is responsible for ensuring a seamless service with clients, visitors and internal customers to deliver the highest standards on all of these events.

During major Public events such as Tankfest the Weddings & Corporate Events Planner would be aiding with administration and operation to ensure these key events are delivered. Tankfest is The Museum's biggest event of the year, which attracts over 20,000 visitors and accounts for 20% of the Museum's turnover.

## Role Profile

<b>Role Title</b>	Weddings & Corporate Events Planner
<b>Department</b>	Events
<b>Key Relationships</b>	Events Coordinator, Visitor Experience General Manager, Catering Operations Manager, Catering Development Manager, Guides Team Leader and Facilities Team Leader.
<b>Overall Role Purpose</b>	To drive the weddings, corporate and experience day packages on behalf of the museum from quotation to delivery.
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• Acting as the Events Team main point of contact for all Wedding, Corporate Experience Days and Group Tour Bookings bookings, leading on all quotations, coordination and delivery.</li> <li>• Lead on the administration and event day management of all Premium Experiences at the museum's major public events including but not limited to TANKFEST, Tiger Day and Behind The Scenes.</li> <li>• To work with the Events Coordinator in developing the weddings, corporate and premium package business by seeking opportunities to plan and deliver new events and packages.</li> <li>• Responsible for all back-office admin procedures for this side of the events business, implementing and delivering appropriate systems in the planning and booking of all events including databases and financial systems.</li> <li>• Working closely with internal customers such a catering and front of house in the planning and delivery of events.</li> <li>• Responsible for collecting, evaluating and recording event information for analysis.</li> <li>• Supporting the Events Coordinator with admin support on Major Public Events where necessary.</li> <li>• To act as a first aider for the Museum site.</li> </ul>
	The duties and responsibilities in this job are not restrictive and the post holder may be required to on occasion undertake other duties. This will not substantially change the nature of the post.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of education</li> </ul>	<ul style="list-style-type: none"> <li>• Degree</li> <li>• First Aid</li> <li>• Events Qualification</li> <li>• First Aid</li> <li>• QCAD or Auto CAD</li> <li>• Sketch Up</li> <li>• First Aid</li> <li>• IOSH</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in an event organisational role within the wedding and/or corporate sector.</li> <li>• Proven track record in administration initiating and implementing back office systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Museum-specific events experience.</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Understanding of conference &amp; events industry.</li> <li>• Good knowledge of Microsoft Office packages including Word, Excel and Power Point.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of 20th century military history.</li> <li>• Knowledge of armoured vehicles.</li> </ul>
<b>Personal aptitude &amp; skills</b>	<ul style="list-style-type: none"> <li>• A people person.</li> <li>• Good organisational skills and to be able to plan and prioritise workloads.</li> <li>• Work well in a busy environment under pressure.</li> <li>• Excellent attention to detail and accuracy</li> <li>• Communicate with a wide range of people, internally and externally</li> <li>• Ability to work with the minimum of supervision and make decisions.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to negotiate</li> </ul>
<b>Disposition</b>	Enthusiastic and committed with a genuine passion for events organisation,	
<b>Other requirements</b>	To be able to work weekends, evenings when required.	