



THE TANK MUSEUM

Weddings & Corporate Events Planner

Role Description

The Tank Museum brings the story of tanks and their crews to life, with the world's best collection of tanks in modern, awe-inspiring exhibitions.

The museum houses some 300 vehicles, representing every major conflict since the First World War. Our moving exhibitions tell the story of this British invention; from the mud of the Somme, to the beaches of Normandy and the deserts of Iraq – featuring powerful stories from the soldiers that fought in them.

Around 200,000 people visit Dorset's largest indoor attraction each year, with the annual TANKFEST event drawing visitors from across the globe. The Tank Museum has a global online reach, with a large supporter base and following on a range of social media platforms.

This is underpinned by the outstanding national importance of The Tank Museum's collections and the expertise of those who care for them. Alongside vehicles, the collections include medals, images, documents, personal papers, books, weapons and memorabilia.

The museum is situated in Bovington which is regarded as the 'home of the tank', as it was here that some of the first tank crews were trained during the First World War. It remains home to the Royal Armoured Corps today. The museum was founded in 1923 as a teaching resource for the Tank Corps. Over the past decade, the museum has transformed itself into a leading 21st century military museum.

As museum of the Royal Tank Regiment and Royal Armoured Corps, The Tank Museum is a registered charity which has been part of Arts Council England's National Portfolio since 2018.

Our Values

The values of The Tank Museum underpin the work of our team. Whilst there are a great variety of roles, specialisms and professions across the organisation, we all share a common approach in our mission to tell the story of the tank and the people that serve in them.

- **We are PASSIONATE.** We are authoritative and driven and we display this daily with our enthusiastic and rigorous approach to work.
- **We are AMBITIOUS.** Driven by an aspiration to be the best, we strive to be better. We channel our creativity and competitiveness to make us innovative, forward thinking and flexible to challenges.
- **We CARE.** We work hard because we believe in the cause of the organisation. We are welcoming and friendly to all our visitors. We are inclusive, fair and considerate of each other, showing great respect for our collections and for the stories we tell.
- **We display INTEGRITY.** We are knowledgeable about our subject and professional in the way in which we conduct our business. We act responsibly and embrace responsibility. Our ethical grounding guides us to do the right thing by our audiences, our supporters, our collections and by each other.

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 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 the planning and delivery 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.

Role Profile

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|-----------------------------|---|
| Role Title | Weddings & Corporate Events Planner |
| Department | Events |
| Key Relationships | Events Coordinator, Visitor Experience General Manager, Events Assistant, Catering Manager, Catering Development Manager, Guides Team Leader and Facilities Team Leader. |
| Overall Role Purpose | To drive the weddings, corporate and experience day packages on behalf of the museum from quotation to delivery. |
| Key Accountabilities | <ul style="list-style-type: none"> • Act as the Events Team main point of contact for all venue hire, including Weddings, Corporate, Experience Days, leading on all quotations, coordination, and delivery. • 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 and Tiger Day. • Work with the Events Coordinator to seek new business opportunities, developing the weddings, corporate and premium package offering. • 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. • Work closely with internal customers such a catering and front of house in the planning and delivery of events. • Responsible for collecting, evaluating and recording event information for analysis. • Supporting the Events Coordinator with admin support on Major Public Events where required. • To act as a Duty Manager and key holder for the museum. • To act as a first aider for the Museum site. |
| | 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

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