



Together, we make it V&A

V&A South Kensington  
Museum Events Officer

V&A

# Museum Events Officer

<b>Reports to</b>	Head of Museum Events
<b>Department</b>	Museum Events
<b>Line Management</b>	n/a
<b>Principal Location</b>	South Kensington
<b>Hours</b>	36
<b>Salary</b>	£28,520
<b>Work pattern</b>	Monday - Friday
<b>Contract</b>	2 year Fixed Term







# Who we are

The V&A is a family of museums dedicated to the **power of creativity**. Our mission is to **champion design and creativity** in all its forms, advance cultural knowledge, and inspire makers, creators and innovators everywhere. We share a 5,000-year-old story of creativity through **exhibitions, events, educational programmes, digital experiences, conservation, research**, and an ever-evolving national collection of over 2.8m objects spanning **every creative discipline**.

Organising over 150 events a year, the Museum Events team are responsible for all in-house, non-profit making events, in particular private views for new exhibitions and gallery openings, as well as assisting Development in their fundraising programme.

# About the role

**The V&A Museum Events Department has a vacancy for an enthusiastic and highly motivated Museum Events Officer.**

To work within a team of five in the production of receptions, exhibition launches, breakfasts, and private views at V&A South Kensington, Young V&A, and V&A East Sites.

Your key job will be managing and taking responsibility for co-ordinating all guest lists for events, mailing invitations and managing replies to all events at V&A South Kensington, Young V&A, and V&A East Sites.

You will streamline guest list management and CRM data usage, with a focus on handling large amounts of data in accordance with the DATA Protection Act

Overseeing preparation of guest lists, supporting the Museum Events Manager with dinner administration. Deliver prompt CRM reporting post event.

Compiling schedules for events and circulating to relevant contacts

Liaising with departments across the Museum and sponsors where applicable

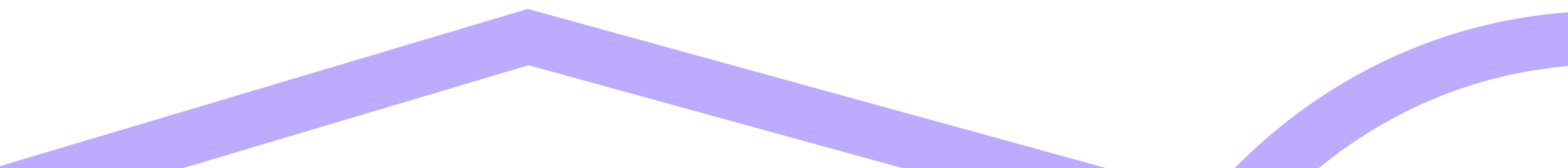
Co-ordinating the booking and scheduling of events in the V&A South Kensington, Young V&A, V&A East diaries

Frequent attendance at events outside normal working hours, this includes both early mornings and late evening events

Continually monitoring the effectiveness of events across both sites using event reports and feedback.

Carry out ad hoc duties as requested by appropriate managers within your department

# What we're looking for

- Mature, confident and well-presented with excellent interpersonal skills and demonstrable experience of dealing with people at all levels
  - Good organizational and administrative skills, with exceptional attention to detail and experience of databases and guestlist management
  - Ability to show initiative and work well both within a team and individually, whilst also managing a reactive workload
  - Good standard of written English and numerical ability to perform a range of calculations
  - Experience of communicating clearly, with the ability to adapt your communication style for different groups
  - The ability to use MS Office and other relevant IT systems as appropriate for the role, such as CRM
  - Demonstrates flexibility and the ability to manage multiple tasks
  - Shares our Values of Sustainability, Equity, Creativity, Collaboration & Generosity
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# Why work here

We strive to integrate **equality, diversity, and inclusion** consistently and naturally into all our activities.

We are proud to be an **open, tolerant, and diverse** organisation. We want to do more to welcome a broader audience and develop a more diverse workforce.

We work closely with our **staff networks** to develop our employee experience.

The V&A values are **Equity, Sustainability, Generosity, Collaboration and Creativity.**

We are committed to a strict **zero tolerance policy on any discrimination, harassment or bullying.**

## **Disability Confident**

We are committed to guaranteeing an interview for applicants who declare they have a disability and meet the minimum criteria for the role.



# What we offer you

- **29** days of holiday + public holidays each year
- **5.5%** employee pension contribution, **10%** employer pension contribution (*post-probation*)
- Life assurance scheme (*to value of 4 x annual salary*)
- Family-friendly policies e.g. enhanced maternity + paid carers leave
- An interest-free loan for a travelcard, bike, or for a deposit if you're renting (*post-probation*)
- Free sanitary products for all employees across our sites
- Free entrance to many major museums and exhibitions
- Benefits platform offering discounts at major retailers
- Socials events, such as staff summer and Christmas parties
- An Employee Assistance Programme – free and confidential services to provide support
- Tickets to V&A exhibitions for you, your friends or family + 25% discount on V&A shops and cafes





# What next

**Apply here**

[Vacancies at the V&A · V&A](#)

**Application Deadline**

**Friday 6 June 2025**

We operate anonymous shortlisting at the V&A. This means that the manager cannot see your name, contact information, or equality data when shortlisting your application.

We are a Disability Confident Employer offering guaranteed interviews to those who declare their disability and meet the job criteria under the Disability Confident Scheme.

**Interview/Assessment days** Thursday 12 June 2025

**Potential Start Date** Monday 7 July 2025

Any Questions?

Contact our Recruitment team at [careers@vam.ac.uk](mailto:careers@vam.ac.uk)





Thank you

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