



Together, we make it V&A

V&A multi-site
Corporate and Private Events Manager

V&A

Corporate and Private Events Manager

Reports to	Senior Corporate Events Manager
Department	Corporate Events
Line Management	NA
Principal Location	South Kensington, with travel multi-site
Hours	36 hours a week
Salary	£37,000
Work pattern	Monday to Friday- with some flexibility as needed for events
Contract	Permanent





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**.

The V&A Corporate Events team promote, sell, plan and deliver events across V&A multi-site venues for private and corporate clients. The team sits within the Development department and run over 160 events a year, bringing in unrestricted income of over £2 million a year.

About the role

The V&A Corporate Events Department has a vacancy for an enthusiastic and highly motivated Corporate and Private Events Manager.

The main purpose of the role is to:

To ensure the safe, efficient and effective management and delivery of commercial events at the V&A multi-site.

To ensure the satisfaction of clients and guests, upholding the reputation of the V&A, in delivering its Corporate Events offer and approach to client management.

To meet annual income targets, together with the support of the rest of the Corporate Events Team.

To ensure the appropriate and sympathetic use of the Museum for events and ensure clear communication and build on good relations with Museum staff.

To assist Corporate Partnerships colleagues with the identification and cultivation of prospective Corporate Members and Sponsors in order to maximise revenue for the Museum in the long term.

Key responsibilities are:

To answer event enquiries, undertake site visits across V&A multi-site and oversee events to a high standard.

To proactively sell and market V&A event opportunities, with the support of the rest of the Corporate Events Team.

To deliver full and effective supervision of all contractors (e.g. caterers, florists, lighting and production companies), ensuring all procedures and guidelines are available and understood.

To ensure that the Museum is treated with respect, that Health & Safety guidelines are adhered to, and that the Museum is returned to normal for the public after each event.

To ensure that day-to-day documentation around events is thorough with consistent management of invoices, briefing and Security documents, Risk Assessments etc.

To liaise with Museum colleagues to maintain the 'events diary' multi-site and ensure accurate information on any gallery re-fits, closures, access, opening policies etc. that may impact on the successful delivery of events.

To be well informed of the Museum's Public Programme including knowledge of forthcoming exhibitions.

To work in liaison with the Corporate Partnerships team to promote corporate event opportunities to current Corporate Members and Sponsors, and deliver events for active partnerships.

Significant and demonstrable experience in a comparable events environment within a broad range of arts/heritage venues.

Highly professional, confident and well-presented with a positive 'can do' attitude.

Excellent planning and time management skills: good at working under pressure, prioritising and managing multiple requirements.

Excellent written, numerical and verbal communication skills with exceptional attention to detail. Ability to confidently juggle administrative work of varying types at periods of high demand.

Ability to be a team player, both within the Corporate Events team and the wider Development Department and Museum as a whole.

Confident people skills – ability to work with a broad range of people (from VIPs to private clients to caterers) often during time pressured events.

Demonstrable ability to pivot quickly to the demands and requirements of high-level clients and VIPs with professional demeanour, whilst upholding the security and protection of the Museum's fabric and collections.

Availability to work outside normal office hours and across multiple V&A London sites.

An understanding of fundraising including corporate membership schemes and sponsorship is desirable

Interest in the work of the Victoria and Albert Museum

Knowledge and understanding of Health and Safety obligations

Good contacts and a network in the events industry is desirable

Good understanding of social media and how it can be used as a marketing tool is desirable

Shares our Values of Sustainability, Equity, Creativity, Collaboration and Generosity



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

Monday 28 July 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 7 August 2025

Potential Start Date

Monday 15 September 2025

Any Questions?

Contact our Recruitment team at careers@vam.ac.uk



Thank you

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