



*Together, we make it V&A*

Special Projects Manager  
Museum Events

V&A

# Special Projects Manager Museum Events

<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>	£46,947 - £50,000
<b>Work pattern</b>	Monday - Friday
<b>Contract</b>	6 month 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 Senior Project Manager.**

To work within a team of five to organise events including dinners, receptions, exhibition launches, breakfasts, and private views at South Kensington, Young V&A, and V&A East Sites.

Your key job will be managing and taking responsibility for the organisation and delivery of the Opening Events at V&A East Museum.

You will work closely with the Head of Museum Events to streamline working in V&A East Museum and ensuring V&A Museum Events house style is maintained multisite.

Advise on best practise for running events in a new Museum space. You will work closely with the Corporate and Private Events Senior Manager to ensure smooth running of all events at V&A East Museum.

Induct suppliers to new V&A sites, conducting site visits and briefings to ensure V&A Museum Event standards are maintained. Keep abreast of developments in the event industry, suggesting new suppliers when relevant. Lead on changes to Museum Events which support the V&A's commitment to sustainability.

Overseeing preparation of guest lists for V&A East Opening Events. Supporting Museum Events officer in administration.

Tendering of contracts for, and organisation of, catering, lighting, sound, and entertainment contractors to ensure best value and appropriate style for different events

Monitoring of events budget and processing payment. Keeping an accurate record of expenditure for all events and ensuring all events run within an agreed budget

Attendance of project meetings as required, relaying information to the Museum Events team

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 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

Assist the team in scheduling across South Kensington, Young V&A, V&A East diaries

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

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

# What we're looking for

- Confident and well-presented with excellent interpersonal skills and demonstrable experience of dealing with guests at all levels; including Royals, VVIPs, and other high-profile visitors.
- Demonstrable experience in event management at comparable institution, with a focus on the opening of new sites
- Demonstrable experience in drafting new site guidelines and ways of working
- Demonstrable experience in drafting and implementing new H&S documentation and advising on building logistics.
- Demonstrable event management experience; including scheduling, tendering contracts, negotiation with suppliers and risk assessments
- Experience of working within a listed building and amongst objects
- A creative approach to events
- 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



# 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**

**Wednesday 20 August**

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** Wednesday 27 August

**Potential Start Date**

Monday 20 October

Any Questions?

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



Thank you

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