



Museum Events Co-ordinator

The Cynon Valley Museum Trust (CVMT) is a charity formed in 2015 responsible for the operation of the Cynon Valley Museum. The mission of the CVMT is to *“promote the education of the local community and beyond in relation to the local history, cultural heritage and the arts of the Cynon Valley”*.

Details and purpose of the role

Job Title: Museum Events Co-ordinator

Reporting to: Museum Facilitator

Salary: £22000pa (pro rata)

Hours: 0.6 FTE (22.5hrs/Wk)

Term: Fixed term to March 2024 (with potential to extend to March 2025)

Details: flexible working hours are available; evening and weekend working WILL be required. This is a public-facing practical role and your place of work will be at the museum; working from home will not be available in this role

The Museum Events Co-ordinator is responsible for events co-ordination and monitoring; this includes events and exhibition marketing and planning & room bookings as well as volunteer supervision. It will also include deputising for some operational functions such as liaising with external contractors and maintenance providers. The role is essential to the smooth running of the Museum’s operations.

Lone working will be required on occasions

The successful candidate will be required to complete a satisfactory DBS check before being confirmed into the role

Responsibilities

Events and Exhibitions Management

Events

- Events scheduling
- Point of contact for event leaders
- Providing practical support for all event requirements – including start up/close down activities
- Facilitating successful events outcomes
- Taking and managing bookings for events





- The first point of staff contact for management of public responses to events

Exhibitions

- Timetabling exhibitions in the two galleries in the Museum
- First point of contact for artists wishing to exhibit
- Providing practical support for artists and groups wishing to exhibit
- Working with groups and artists to supplement exhibitions with associated events, workshops and activities.

Management of the Room Bookings

- Co-ordination of the room diaries to set up bookings
- Invoicing for bookings
- Support the volunteers to set up rooms and assist when needed
- Managing the provision of catering when needed

Marketing & Digital Engagement

- Creation of digital content regarding events and exhibitions for the Museums website and Social Media Platforms
- Oversight of the Museum's social media streams and website.
- Managing and hosting talks and other events online

Monitoring and Reporting

Keeping records and reporting trends on (but not limited to):

- User numbers
- Feedback forms
- Meeting room utilisation
- Gallery utilisation
- Events materials stock levels (including re-ordering)
- Provision of weekly activity summaries to senior staff members and trustees

General Administration of the Museum

- Responding to general enquiries over the phone, emails and in paper format
- Deputising for some operational functions eg liaising with external contractors and maintenance providers
- Such other duties and responsibilities as may reasonably be required





Person specification

	Essential	Desirable
Experience & Knowledge		
Experience working within a busy environment with a small team	✓	
Experience of marketing and promotion(including social media)	✓	
Experience of working with community groups, artists and businesses		✓
Experience of working with volunteers		✓
Skills		
Excellent organisational skills	✓	
Excellent IT skills, specifically including Word and Excel and social media platforms	✓	
Clear and distinct communication skills	✓	
An innovative approach to problem solving	✓	
Customer care skills	✓	
Attributes		
A flexible individual who must be willing to work towards the overall aims of the CVM	✓	
Passionate about heritage, arts, culture & local community	✓	
Knowledge of the Cynon Valley		✓
Ability to speak Welsh or the willingness to learn		✓

