

Candidate Pack

Museum Events Officer

Full Time, 40 hrs per week
Permanent Contract



Introduction

The Wallace Collection is an internationally outstanding collection which contains unsurpassed masterpieces of paintings, sculpture, furniture, arms and armour and porcelain. Built over the eighteenth and nineteenth centuries by the Marquesses of Hertford and Sir Richard Wallace, it is one of the finest and most celebrated collections in the world. So that it could be kept together and enjoyed by generations of visitors, the collection was given to the British Nation in 1897 and opened to the public in June 1900. It was an astonishing bequest and one of the greatest gifts of art works ever to be transferred into public ownership. The museum is internationally famous for its collection of French eighteenth-century art, Arms and Armour and for its Old Master paintings.

The museum is managed by the Director Dr Xavier Bray, who reports to a board of Trustees appointed by the Prime Minister, and is financed by a combination of grant-in-aid from central government and self-generated income.

We aim to engage with and diversify our audience and attract over 500,000 visitors a year to the museum.



Our priorities

The Collection is committed to providing access to as wide a public as possible and to helping visitors engage with this diversity. Our goal is to create a place of understanding, cultural pluralism, curiosity and learning. To do this, we plan to create a world-class visitor experience for all ages which stimulates engagement with our collection through a new programme of exhibitions, major gallery refurbishments and an enhanced and expanded digital presence.

Our strategic priorities are to:

- To maintain, research and preserve the Collection for future generations;
- To broaden and deepen visitor engagement, connecting with audiences onsite and digitally;
- To build and support a strong exhibition programme;
- To lay a strong financial foundation for the future; and
- To embark upon a Masterplan programme to transform the museum.



Role summary

We're seeking a proactive and experienced event professional to join our dynamic Venue Hire team as a **Museum Events Officer**. This newly created role focuses on the planning and delivery of large-scale, high-profile internal events, including exhibition openings, Director's Dinners, Museum Lates, and the Wallace Collection's annual Festive Drinks. You'll be responsible for managing all aspects of event delivery—from supplier coordination and event schedules to on-the-day operations and post-event evaluation.

The successful candidate will work closely with the Head of Events and the Development team to support key museum and fundraising activities. This role requires strong organisational skills, confident stakeholder engagement, and the ability to manage multiple priorities while ensuring events run smoothly and reflect the Wallace Collection's high standards. You'll also lead internal communications with security, front-of-house teams, and other departments to ensure the safety and success of every event.

In addition to internal events, the Museum Events Officer will occasionally assist with commercial venue hire during peak periods, including site visits and on-the-day support. This is a unique opportunity to contribute creatively and operationally to events in one of London's most iconic cultural institutions.

You'll be joining a dynamic and supportive team, including the Head of Events, two Events Officers, and an Events Administrator.



Role description

General

- Deliver internal events to an exceptionally high standard with minimum impact to the Wallace Collection.
- Oversee all on-the-day event logistics, including coordinating supplier and staff arrivals, managing event setup, ensuring a smooth event flow, and supervising de-rig and post-event breakdown.
- Independently coordinate internal events, ensuring all activities are accurately logged in both museum-wide and departmental calendars and all necessary documentation is shared internally.
- Coordinate the booking of all third-party suppliers, including cleaners, security, and guides, and ensure timely processing of payments post event.
- Liaise with internal teams on logistically complex enquiries and events to ensure that the safety of the Collection is at the forefront of all on-site projects, including reviewing RAMS documentation.
- Lead the supplier selection process for major events and dinners, including drafting detailed enquiries, obtaining competitive quotes, and making final decisions on supplier selection in line with event requirements and budget considerations.
- Create and maintain detailed event schedules, updating them regularly as plans evolve.
- Collaborate with the Development team to ensure each event reflects the Wallace Collection's ethos, style, and high standards.
- Provide guidance to other departments of best practices for venue hire formats, supplier capabilities and budget considerations.
- Build and maintain successful strong relationships with event suppliers through regular meetings and industry events.
- Support the Venue Hire team during peak periods by responding to enquiries, delivering site visits and operations meetings and assisting with the delivery of commercial events.
- Ensure that all audit and system based requirements for events are taken in an accurate and timely manner.
- Undertake other reasonable duties in line with the role, as requested by the Head of Events.

Person specification

Essential

- Minimum of one year's experience of managing events, preferably in historic or cultural settings.
- Proven knowledge and understanding of the events industry, including the latest client trends.
- Experienced in coordination with a wide range of event suppliers including production, catering, floristry and entertainment.
- Skilled in information management, including producing, distributing and presenting information across a variety of audiences.
- Confident, professional and well-presented, with a proven ability to engage effectively with diverse stakeholders such as Trustees and Benefactors.
- Highly organised and self motivated individual with the ability to work independently and set personal deadlines.
- Excellent written and verbal communication skills.
- Strong problem-solving skills, with the ability to adapt to unexpected situations or challenges.
- Proficient with IT systems, including Microsoft Office 365 programs such as Excel.
- Willing and available to work regular evenings, as well as mornings and weekends where needed.

Desirable

- Industry related training or qualifications such as Personal Licence, Risk Assessment, First Aid experience.
- Experience or familiarity with Adobe programs such as Photoshop and InDesign.
- A passion for and understanding of the arts and museums, particularly the Wallace Collection

Salary, benefits and working hours

The salary for this post is between £34,500 to £35,000 per annum dependent on skills and experience.

In addition, the post-holder will receive 25 days paid annual leave including bank holidays and 2.5 'privilege' days. Employees are also offered the following benefits:

- Membership of an Occupational Pension Scheme:
Alpha – a defined benefit occupational pension scheme (28.97%)
Partnership pension account - a stakeholder pension
- Interest free loans after six months satisfactory service:
Interest free season ticket loan
Cycle to work loan
- Eye Tests
- Occupational Health Service
- Annual Flu Jab
- Employee Assistance Programme:
Services available 24/7 and 365 days per year to all employees
Free therapy service of up to six sessions per issue, per year (each session lasts 45-50 minutes)
- Access to and training to become First Aiders
- Access to Mental Health First Aiders
- Parental Leave
- Training and Development Opportunities

For this post, the normal working week is a five-day week, Monday to Friday. The normal working day will be 09.00 to 17.00. However, regular early morning and evening working, as well as weekend work, will be expected as part of the role for which you will be given time off in lieu for internal events and overtime for commercial events, as agreed with your line manager.

How to apply

Please complete the Application Form, and the Equal Opportunities Monitoring Form, following the links provided on our website. Please note the equal opportunities form is used for monitoring purposes only and does not form part of the selection process. Both forms should be emailed to recruitment@wallacecollection.org by midnight **17/08/2025**. Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place on, **20/08/2025**. Candidates who have been shortlisted for interview will be contacted after the closing date. Due to the large number of applications we receive, it will not be possible to contact or give feedback to candidates who have not been shortlisted for interview.

Start date: September 2025

Appointment to the role is subject to a satisfactory Basic Disclosure check. The Wallace Collection is an equal opportunities employer and welcomes applications from all sections of the community.



THE
WALLACE
COLLECTION

