

**Job description:** Public events and filming manager

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**Responsible to:** Commercial and visitor experience manager (CVEM)

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**Employees directly supervised:** Volunteers

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**Salary:** £34,000 – £37,000 pa

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## Job summary

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Fulham Palace Trust runs a number of public events each year, ranging from 50 to 5,000 attendees. They bring in a c. £75,000 surplus to the Trust, as well as additional donation and retail income. Following a successful expansion of these events over the past three years, we're looking to build on this programme further. In addition, we are building our reputation as a venue for major music concerts and festivals.

We're also promoting the site as a location for filming and photography and would like someone to build on our initial successes to make Fulham Palace a premier location for commercial filming and photography.

Reporting to the commercial and visitor experience manager (CVEM), you will develop and co-ordinate our range of public events and manage photo shoots and filming taking place on site.

We are a small team, so we need someone who is hands-on and practical and will get involved with delivery as well as planning.

## Core duties

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### Public events programming

- Lead on the delivery of the Trust's programme of public events, working with other staff to deliver a successful and engaging programme, including established events such as the Palace's apple day, green meet and Christmas fair, as well as adding new events which fit the Trust's strategic direction.
- Produce and distribute timely event plans and risk assessments as well as ensuring security, logistics, access and indemnity have all been considered.
- Book caterers, entertainment and any infrastructure required (such as stalls) and review risk assessments and insurance certificates.

- Ensure all contractors, caterers and clients have been briefed with the site rules including those in the Historic England archaeological management agreement.
- Select and book stall holders in line with the theme of each event.
- Look for ways to maximise the income the Trust derives from events.
- Work with the marketing and communications manager to ensure that events are well publicised.
- Take charge on the day of events. Coordinate activity, brief volunteers, staff and contractors. Ensure set up, event running and take down is well managed to ensure the safety of the site and people on it.

### **Filming**

- Work with the Palace's marketing and communications manager to promote filming at the Palace.
- Respond to commercial filming and photography enquiries in a timely manner, ensuring all relevant information such as site rules is provided.
- Carry out site visits with prospective filming and photography clients.
- Engage the services of our in-house or external conservation consultants as required.
- Manage all filming and photography shoots on site.

### **Publicly ticketed hires and partnership events**

- Support the CVEM in ensuring large scale ticketed hires of the site run in line with site rules.
- Attend a selection of the in-house caterer's events (weddings and other functions) to ensure they are running in line with the site's rules.

### **Finance**

- Manage the Palace's events and filming budgets.
- Liaise with the finance team to ensure all relevant invoices have been raised and paid in a timely manner.
- Work with the CVEM to draw up contracts for filming and photography clients.

### **Volunteer management**

- Recruit and manage a team of volunteers to support with the planning and delivery of largescale public events.

### **Other**

- Deputise for the CVEM when required.
- The post holder must take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.
- The Palace is an anti-racist museum. The post holder will actively follow FPT's policies including equality and diversity and safeguarding.
- Occasionally situations may arise that require the post-holder to perform other duties or tasks as may be reasonably requested by Fulham Palace Trust.
- The postholder will need to work some weekends and evenings for events, and act as a duty manager on a rota with other staff.
- The postholder will work 5 days over 7 with regular weekend and evening working and time off in lieu for additional hours. We will consider flexible/hybrid working while meeting the needs of the business.

## **Person specification: knowledge, skills and experience**

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### **Knowledge**

#### **Essential**

- Understanding of the importance of income generation in the charity and heritage sector.
- Energy, interest and a commitment to learning is more important to us than qualifications, but we would expect you to have a good understanding of maths and English.
- Good health and safety awareness in an events capacity.

#### **Desirable**

- Best practice in arts or heritage marketing.
- A knowledge of how to write risk assessments.
- An IOSH qualification.

### **Skills**

#### **Essential**

- Good project management skills.
- Effective team management skills – able to direct others clearly and support them to develop.
- Creative and imaginative: identifies opportunities to deliver added value, inquisitive and thoughtful
- Able to solve problems and think for themselves.
- Communicates clearly – is precise and assertive when necessary, especially when enforcing site rules to contractors.
- Able to manage varied workload and work to tight deadlines.
- Excellent interpersonal, verbal and written communication skills.
- Excellent customer service skills.
- Commitment to FPT's anti-racist museum status and equal opportunities policies.
- The ability to work harmoniously with colleagues, suppliers and customers of all cultures and backgrounds.
- Commitment to FPT's safeguarding policy.

#### **Desirable**

- Interest in arts or heritage.

### **Experience**

#### **Essential**

- Experience of delivering complex events.
- Budget management.

#### **Desirable**

- Experience of working with or managing volunteers.

- Dealing with a variety of partners, from members of the public to hirers and contractors.
- Experience of event delivery on a historic site.