

**Events and Membership Assistant**

**SALARY: £21,000 p/a**

This is a fixed term appointment for 9 months, with possiblity of extension

**HOURS:** Full time.38 hours per week, Monday to Friday. Flexibility with working hours will be required. Some evening and weekend working will be required, for which Time Off In Lieu (TOIL) will be offered.

**LOCATION:** Camden, London (occasional travel required)

**REPORTING TO:** Senior Public Programme Manager: Head of Partnerships

(N.B. This is a joint role and reports to both the Communications and Development teams with time shared equally between the two. The role is line managed by the Senior Public Programme and Partnerships Manager)

**ANNUAL LEAVE:** 20 days for each full year worked, rising by 3 days after 2 years and then an additional 1 day per year to a maximum of 30 days, plus statutory days and Jewish holidays

This application pack contains the following information:

1. Job description
2. Person specification
3. About the Jewish Museum London
4. How to Apply
5. Equal Opportunities Policy

**1. Job description**

This is a new role split between the small, friendly and ambitious Communications and Development teams. This position is ideally suited for a recent graduate looking to start their career and gain experience in an award-winning museum that has been given Arts Council NPO status.

The successful candidate will have an interest in both Events and Development and the ability to manage a busy workload. They will gain hands on experience of supporting all levels of public and fundraising events management; from concept to completion, and will coordinate the museum’s Friends’ Membership scheme – including all administrative duties and associated events.

This is an exciting time to join our team as our public programmes go from strength to strength with highlights being *You Know I’m No Good: Young Women’s Empowerment Festival*, which included Laura Bates, Susie Orbach and Gemma Cairney. Visiting speakers include Judith Kerr, Nikesh Shukla and Michael Rosen. Join us and you’ll be working on diverse campaigns and high profile events.

The workload will be split 50:50 between the Communications and Development teams. The successful candidate will work closely with all members of the museum team, particularly the Visitor Experience, Learning and Curatorial teams.

**Duties and Responsibilities**

The duties of the post will include:

**Communications and Public Programming Team (50%)**

**Events**

* Assist with the development and delivery of the museum’s programme of adult public events including exhibition-related talks and lectures, late openings, walks, workshops, performances and Jewish festival events, working closely with the Senior Public Programmes and Partnerships Manager.
* Assist with researching events and booking speakers or performers.
* Assist with event management on the day – progressing to event management lead for pre-selected events.
* Representing the Jewish Museum at events in order to welcome participants and progressing to introducing speakers.
* Undertake research into the Museum’s pricing policy for events to ensure consistency and knowledge of the market.
* Assisting with developing a database of past, present and potential providers using Raiser’s Edge.
* Assisting with carrying out evaluations and inputting data into Survey Monkey for reports on the outcome of events.
* Assist with the UCL Late project – which would involve supporting UCL MA Museum studies students to devise and deliver a Late event.
* Assisting with communicating with internal and external stakeholders to ensure that all parties have accurate information and are fully briefed and that equipment has been provided, as required.
* Work closely with the Visitor Experience team (staff and volunteers) to ensure the smooth running of the events programme, including attending meetings as necessary.
* Assist with setting up event listings on the Jewish Museum website and our CRM system (Raiser’s Edge).
* Assist with monitoring booking numbers for events.

**Development (50%)**

* To be responsible for the administration of the Friends programme, issue and process renewals and new memberships, monitor retention and follow up lapsed members.
* To be responsible for maintaining up to date membership information within the CRM database and providing up to date statistics for meetings.
* To establish a good working relationship with Visitor Experience staff and volunteers in order to facilitate increased membership sales in the Museum.
* To assist the Development Officer in the promotion, advertising and marketing of the Friends programme and the cultivation of potential new Friends.
* To represent the Development Department within the Museum during peak times, such as exhibition openings, and engage visitors with relevant membership and patron schemes.
* The administration of Development events and coordination with suppliers and other relevant departments including guest lists and the co-ordination of invitations.
* To undertake general administrative and organisational work within the Development Department including drafting thank you letters and maintaining supporter lists.
* Regular maintenance of donor acknowledgement lists on our website, in our Annual Review and elsewhere where relevant.
* Any other duties as reasonably required by the Director of Development, Senior Development Manager or Development Officer.

**Development Events**

* Assist with the Friday Night Breakfast Development series of events.
* Assist with museum private view events for museum supporters.
* Assist with the museum’s Annual Fundraising Breakfast.

**Other**

* Contributing to the work and development of the Jewish Museum as a member of the museum team.

**2. Person Specification**

Essential Criteria:

The person to be appointed to this post should be educated to degree level or equivalent and should be able to demonstrate the following:

* Proven interest/experience in events, preferably in an arts or cultural organisation
* Understanding of the functioning of membership and development in a museum context
* Excellent verbal and written communication skills, with the ability to speak in public and to communicate effectively with colleagues and stakeholders at all levels
* Proven excellent organisational and planning skills and the ability to work effectively to deadlines
* High level of IT skills, including the use of the internet, email and databases, and Microsoft products including Word, Excel and PowerPoint
* The ability to be calm and controlled in stressful situations
* Able to prioritise work effectively
* Enthusiastic and reliable, with a ‘can-do’ attitude
* Excellent interpersonal skills, with the ability to work as a member of a team and to build relationships both within the organisation and with external colleagues
* Empathy with the aims of the Jewish Museum
* Interest in Jewish culture
* Quick to absorb and process new information

Desirable Criteria:

* Practical experience of using the database system Raiser’s Edge.

**3. About the Jewish Museum London**  
At the Jewish Museum we play a vital role in telling the story of Jewish life, history and culture in Britain and in challenging prejudice, provoking questions and encouraging understanding.

Our mission is to surprise, delight and engage all people, irrespective of background or faith, in the history, identity and culture of Jews in Britain. Our vision is of a world where cultural diversity and the contribution of minority communities are explored, valued and celebrated, for the enrichment of society as a whole.

Our vibrant and stimulating exhibitions are central to the museum experience. These include hugely successful retrospectives on Abram Games, Judith Kerr, and Amy Winehouse. *Amy Winehouse: A Family Portrait* broke all previous visitor records, was covered extensively by media worldwide and has broken box office records whilst touring to Vienna, Israel, Amsterdam and San Francisco. Exhibitions on iconic mid-century design, ceramics, the cultural history of blood, and men’s fashion have garnered critical praise and received 5 star reviews.

Our internationally renowned collections of Judaica and social history preserve and tell the story of Jewish life in Britain from the 11th century to today. They incorporate ritual and ceremonial objects, costumes and textiles, photography and oral history, documents relating to social and political life, prints and drawings and ephemera.

Public programming enables us to break down barriers and reach new audiences through late openings, performances, talks, and walks. Programme highlights include hands on ceramics sessions with our Potters-in-Residence, BabyJazz performances, and visiting speakers including Judith Kerr, Nikesh Shukla, and Michael Rosen. We have recently been shortlisted for Family Friendly Museum of the Year.

Our award-winning learning programme reaches 20,000 school children each year, 95% of whom are not Jewish, helping to foster an understanding of Jewish culture they otherwise wouldn’t have.

With the museum’s rising profile, improving visitor numbers and expanding digital reach, we will be joining the Arts Council England’s National Portfolio of funded organisations from 2018. This is an exciting time to join the museum as our reputation continues to grow and our ambitious plans for the future begin to take shape.

**4. How to Apply**

**To apply, please send your current CV and a covering letter by** **Monday 1 April 2019** at **10am** to [admin@jewishmuseum.org.uk](mailto:admin@jewishmuseum.org.uk) with the subject line ‘**Job Application: Events and Membership Assistant**, explaining your interest in the post and relevant experience and qualifications, together with details of at least two referees, your current salary and information regarding your availability.

Please also state whether there are any restrictions on your right to work in the UK. If yes, please state restrictions and the expiry date of any permissions. The Equal Opportunities Monitoring Form should be also completed and included with your application but will not form part of the interview decision making.

The candidates who appear from their application to best meet the essential criteria below will be invited to interview. It is thus essential that your cover letter gives a full but concise description of the nature, extent and level of the responsibilities you have held.

**Interviews will be held on Wednesday 10 April 2019**. To assist us in arranging interviews, please inform us if you will be unavailable on this date. Please also indicate if there are any restrictions on you taking up employment in the UK and, if so, provide details.

**Safeguarding**The Jewish Museum is committed to safeguarding and promoting the welfare of off all our visitors, staff and volunteers. We expect all staff and volunteers to share this commitment so successful candidates may be subject to DBS checks and satisfactory references. This post requires a DBS check.

**5. Equal Opportunities Policy**

1. Statement of Policy

The Jewish Museum endeavours to be an equal opportunity employer and has a policy for this purpose.

The aim of the policy is to ensure that no job applicant or employee receives less than favourable treatment on the grounds of sex, race, colour, nationality, ethnic or national origins, age, marital status, sexual orientation or disability or is disadvantaged by conditions or requirements which cannot be seen to be justifiable.

This policy covers all aspects of employment including vacancy advertising, selection, recruitment, training, conditions of service and reasons for termination of service.

To ensure that this policy is operating effectively and for no other purpose the Museum maintains records of employee’s racial origins, gender and disability. The Museum will ensure that there is ongoing monitoring and analysis of such records to provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

The Chief Executive is responsible for the effective operation of the Jewish Museum’s Equal Opportunities policy.

2. The Policy

2.1 Vacancy Advertising

Wherever possible all vacancies will be advertised simultaneously internally and externally. Steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups internally and externally.

All vacancy adverts will include an appropriate short statement on equal opportunity.

2.2 Selection and Recruitment

Selection criteria (job description and employee specification) will be kept under constant review to ensure they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

At least two people must be involved in the selection interview and recruitment process, and should have received training in equal opportunities. Reasons for selection and rejection of applicants must be recorded.

2.3 Personnel Records

In order to ensure the effective operation of the equal opportunities policy and for no other reason a record will be kept of all job applicants’ and employees’ racial origins and disability.

Where necessary employees will be able to check/ correct their own record with regard to equal opportunities. Otherwise access to this information will be protected.

Such records will be analysed regularly and appropriate follow up action taken.

2.4 Equal Opportunities and Volunteers

The Jewish Museum is committed to supporting and developing its volunteers and will apply the spirit of this policy to them.

2.5 Visitors, Staff and Outreach

The Jewish Museum also seeks to provide equality of opportunity for service users of all backgrounds. Particular effort is made to reach the elderly, disabled and disadvantaged through its programme of outreach which includes educational programmes, talks and travelling displays.

Wherever possible efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the needs of disadvantaged and/or underrepresented groups.

3. General

The objectives of this Equal Opportunities Employment policy are

* To ensure that The Jewish Museum has access to the widest labour market and secures the best employees for its needs.
* Ensures that no applicant or employee receives less than favourable treatment and that wherever possible they are given the help they need to reach their full potential to the benefit of the Jewish Museum and themselves.

The cooperation of all employees is essential for the success of this policy. However the ultimate responsibility for achieving the policy’s objectives and for ensuring compliance with the relevant Acts of Parliament as well as the various codes of practice lies with the Jewish Museum. Behaviour against the spirit and/or the letter of the laws on which this policy is based will be considered a serious disciplinary matter and may in some cases lead to dismissal.

**Jewish Museum Equal opportunities monitoring form**

We are committed to equal opportunities in our recruitment process. This form is not sent to the recruiting panel and has no part in the shortlisting process. The information you supply on this form will be kept confidentially and for the purpose of recruitment monitoring and provision of statistical data only.

|  |  |  |  |
| --- | --- | --- | --- |
| **Post title:** |  | | |
| **Full name:** |  | | |
| **1. Gender:**  Male / Female / Other / I prefer not to disclose this information | | | |
| **2. Gender Identity. Do you identify as trans?**  Yes/ No/ I prefer not to disclose this information | | | |
| **3. Age** |  | | |
| **4. Marital status** | | | |
| Married (opposite sex) | | |  |
| Married (same sex) | | |  |
| Civil partner | | |  |
| Single | | |  |
| Other | | |  |
| I prefer not to disclose this information | | |  |
| **5. What is your sexual orientation?** | | | |
| Bisexual | | |  |
| Gay man | | |  |
| Gay woman/lesbian | | |  |
| Heterosexual/straight | | |  |
| Other | | |  |
| I prefer not to disclose this information | | |  |
| **6. Do you consider yourself disabled?**  Yes/ No/ I prefer not to disclose this information | | | |
| **7. Ethnic origin**  (Relates to a sense of identity/belonging on the basis of race/culture.)  I would describe myself as (choose ONE section from A to F, and then tick the appropriate box to indicate your cultural background): | | | |
| **A White:** | | | |
| British | | |  |
| English | | |  |
| Scottish | | |  |
| Welsh | | |  |
| Irish | | |  |
| Other, please specify: | | |  |
| **B Mixed:** | | | |
| White and Black Caribbean | | |  |
| White and Black African | | |  |
| White and Asian | | |  |
| Other, please specify: | | |  |
| **C Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:** | | | |
| Indian | | |  |
| Pakistani | | |  |
| Bangladeshi | | |  |
| Other, please specify: | | | |
| **D Black, Black British, Black English, Black Scottish, or Black Welsh:** | | | |
| Caribbean | | |  |
| African | | |  |
| Other, please specify: | | |  |
| **E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group:** | | | |
| Chinese | | |  |
| Other, please specify: | | |  |
| **F Any other ethnic group** | | | |
| (Please specify) | | |  |
| I prefer not to disclose this information | | |  |
| **8. Where did you see this post advertised?** | | | |
|  | | | |
| Data protection: Information from this application may be processed for purposes registered by the employer under the Data Protection Act 1998. Individuals have, on written request [and on payment of a fee] the right of access to personal data held about them. | | | |
| **Applicant's signature:** |  | **Date:** |  |