

Events Host (zero hours contract)



National Maritime Museum

Job Description - Events Host

Contract: Zero hours contract

Purpose:

To work with the Events & Filming team and assist with the set up and take down requirements for events taking place at the Museum's four venues: National Maritime Museum, Queen's House, Royal Observatory and Peter Harrison Planetarium.

To host events within the Museum to ensure standards of customer care and safety are delivered.

Key Responsibilities

- To ensure customers are evacuated according to Museum procedures and routes in the event of the alarm sounding, or as instructed by senior staff at the event.
- To greet, direct, and escort guests and visitors to venues and events within the Museum as directed.
- To host events, providing guests and visitors with directions and information about the facilities as directed.
- To check working areas are clean, secure and hazard free to ensure safety of guests.
- To attend pre-event briefings and deliver as delegated the service required for all conferences and events.
- To report any event problems to the senior manager of the event.
- To check that suppliers are operating within venue guidelines and advise them accordingly
- To summon first aid or other assistance if required.
- To assist with the set-up and break-down of furniture and fittings as required (where these do not require particular skills) e.g. setting out and stacking chairs, tables etc.
- To work on cloakroom duties as required.
- To liaise with and comply with instructions from Security and Visitor Experience staff as necessary.
- To wear Museum identification pass.
- Any other duties that may be reasonably requested.

Skills and Experience:

- Ability to work independently and well as part of a team
- Ability to move furniture and other items
- Manual handling training would be desired but training will be offered
- Individuals will work under the supervision of the Duty Manager but will be required to work unsupervised when necessary.

Terms and Conditions

The hours of work will range from 8am-11pm with occasional events carrying on past this time.

Hosts will be required for pre-event briefings from 4.20pm for most evening events.

Events Hosts will be required to wear uniform clothing supplied by the Museum or as directed by the Event Manager.

£7.00 per hour

For detail of how to apply please visit our website www.rmg.co.uk/jobs

Closing date: 7 February 2012

Location:	Greenwich, London
Category:	Events
Duration:	
Type of Contract:	Contract
Hours:	Part Time
added: Jan. 24, 2012	deadline: Feb. 7, 2012

More information: <http://www.nmm.ac.uk/jobs>