

Vacancy Summary

Job Title:	Wedding and Events Coordinator
Salary:	£25,777 per annum
Location:	Milestones Museum and Basing House
Hours:	37 hours per week (full time)
Type of Contract:	Permanent

Is Events Management your thing?

Here at Hampshire Cultural Trust we can't wait to open our doors to visitors again! We are eager to get back to delivering an exciting programme of top events and to providing a brilliant day for the happy couples who entrust us with their celebrations.

As the Wedding and Events Coordinator you'll lead the development and delivery of vibrant and engaging events across Milestones Museum and Basing House. Working closely with external and internal partners, you'll curate an events programme that increases awareness for our venues, drives commercial revenue and enhances the visitor experience.

You'll have an active role in the development and management of our growing [wedding](#) business, supporting couples through their booking journey, from initial enquiry to the big day itself. And you'll explore additional opportunities to generate income through the general hire of our spaces.

As part of our Duty Management team you'll fulfil regular DM shifts and be responsible for the smooth-running of our venues to ensure that we meet the expectations of our visitors, volunteers and staff alike.

A bit about you

You'll come from an events management background and have demonstrable experience of delivering within the weddings industry. Your clear and friendly communication skills will ensure you maintain and develop great partnerships with customers, suppliers and colleagues. Your previous experience of working within a visitor led environment will enable you to put the visitor experience at the forefront of everything you do. And you'll enjoy flexing your creative muscles, bringing new ideas to the table and seeing them through to fruition. It goes without saying that you'll be a whizz at IT, using software such as Microsoft Outlook, Word and Excel to keep organised.

What it's like to work for us

At Hampshire Cultural Trust we have a vision to create inspirational culture experiences that enrich and transform lives. We manage and support 23 attractions across Hampshire and deliver county-wide outreach programmes that bring great culture to local communities. We also deliver a diverse



range of wider social impact initiatives targeted at those who are most vulnerable or disadvantaged and who would not usually have access to arts and culture.

We are committed to promoting equality and diversity and a culture that actively values difference. We recognise people from different backgrounds and experiences bring valuable insights to the workplace and enhance the way we perform and work. Our levels of employee engagement are high and our organisational culture positive.

The benefits of working for us

- 25 days annual leave (pro-rated for part time working)
- Pension
- Life Assurance
- Cycle to Work Scheme
- Health Cash Plan
- Employee Support Programme
- Opportunities to learn, develop and progress
- Team Card - Free access in our fee paying venues and discounts across café and retail.

To apply please forward a copy of your CV together with a cover letter explaining why you would excel in this role to recruitment@hampshireculturaltrust.org.uk. Please note applications without a cover will not be considered.

Closing date for applications: 9 May 21
Interview date: 17 May 21