



SIR JOHN SOANE'S MUSEUM LONDON

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Events Administration Volunteer

Background

Sir John Soane's Museum is the home of the great Regency architect Sir John Soane (1753 – 1837), and it displays his collection of antiquities, furniture, models, and paintings arranged as they were at the time of his death. In addition, it preserves his collection of over 30,000 architectural drawings and a fine library of over 7,000 volumes. It has been described as the 'supreme example of the house-museum in the world' and remains an iconic inspiration for architects, artists, and designers. Key to the Museum's success is the high performing Soane Museum Enterprises team; the team responsible for its commercial income across our major strands of venue hire, private tours, retail, and licensing.

Role Profile

This volunteer role will provide administrative support to the Commercial Event Manager. It will involve a variety of administrative tasks related to commercial events activities, in particular helping to support internal communication and reporting, data input, and contributing to the development and planning of future commercial events.

What we are looking for

- An interest in developing a career within the Museums and Heritage sector.
- An organised, methodical approach to working with an eye for detail and accuracy.
- Good IT skills are required with the ability to adapt to unfamiliar software. This role will involve working with the Museum's CRM (Customer Relationship Management) system. Full training will be given.
- A creative approach to problem solving.

What we will offer you:

This role will be supervised by the Commercial Events Manager and will help you to develop some key skills related to event management and administration. There will be plenty of opportunity to build the role around the experience you are looking to gain.

We will also offer you:

- The opportunity to take part in talks and events as part of the Volunteer programme.
- Reimbursement for out of pocket travel expenses up to a maximum of £12.50 per day.

Time Commitment

We are looking for a time commitment of approximately one day a week with hours to be decided on a regular basis with the role supervisor. We are seeking an initial time commitment of 3 months to be reviewed at the end of that period.