

## **Events Duty Manager**

**Department:** Commercial & Operations

**Reports to:** Events Manager

**Hours:** Freelance contract working flexibly across a seven day week including weekends and bank holiday

**Salary:** £13.15 p/h (to be invoiced on a monthly basis - [accounts@pitzhanger.org.uk](mailto:accounts@pitzhanger.org.uk))

### **Job Description**

Pitzhanger Manor is the Grade 1 listed 'country' house of Sir John Soane, designed and built by Soane 1800-1804 in what was then rural Ealing, West London. Pitzhanger reopened to the public following a £12m HLF and ACE-supported building project to restore Soane's original design and upgrade the adjacent Gallery to stage a series of ambitious and challenging contemporary exhibitions including Anish Kapoor, Anthony Caro and Es Devlin.

### **Role**

You are a positive, confident and proactive person who will support the delivery of events and external hires at Pitzhanger Manor & Gallery, Soane's Kitchen and The Rickyard.

### **Key Accountabilities**

- Greeting clients and guests, and a being present to answer queries and support guests during the event
- Managing events on the day ensuring everything set out on the event sheet is adhered to.
- Assisting with the setup of events
- Following health and safety, safeguarding and other procedures
- Ensuring the clients leave promptly and ensure that the space is returned to the left in the same condition it was let in.
- Helping to keep main event spaces clean and presentable before and after the event
- Reporting any issues and feedback back to the event managers at Pitzhanger Manor & Gallery in a timely manner and supporting the team to implement changes as necessary
- Liaise with the Events Manager to ensure that tasks are completed promptly and any issues reported.
- Act as an advocate for the Grade 1 listed site and ensuring conservation procedures are adhered to protect it
- Opening and closing the venues during event times

## **Person Specification**

- You should be reliable, trustworthy and punctual with a proactive, 'can-do' attitude.
- You should be confident, open, friendly and enjoy working with the public
- You will have excellent attention to detail and are confident using your initiative to be able to solve problems quickly and calmly
- You are available to work flexibly across a 7-day week including weekends and bank holidays
- You will have understanding of (or willingness to learn) the importance of protecting our Grade 1 listed site, and the confidence to ensure that the necessary precautions are carried out
- You must have experience working in a customer-facing role, ideally within hospitality or similar events experience
- Being a qualified First Aider is desirable but not required

## **Dress Code**

Event Duty Managers should be dressed smartly to reflect the high standard of events at Pitzhanger Manor & Gallery. Please note that if you are not dressed appropriately, you may not be able to work the shift.

## **Location**

Pitzhanger Manor & Gallery, Mattock Lane, Ealing, London, W5 5EQ

## **Hours**

Freelance contract - exact hours are determined by the duration of events.

While we understand that emergencies and last minute illnesses do arise please be aware that if you cancel last-minute more than three times, you will not be considered for future events.

During busy periods (March - September) you are committed to working at least 3 events per month.

## **How to apply**

To apply, please send a copy of your CV, cover letter and two references to [private.hire@pitzhanger.org.uk](mailto:private.hire@pitzhanger.org.uk). Your references will only be contacted if you are considered for the role.

Those that best match the criteria will be invited to an interview one of our Event Managers.