



## Job Description

<b>Job Title:</b>	Event Assistant
<b>Reporting to:</b>	Public Events Manager
<b>Direct Reports:</b>	No direct reports, but will be expected to supervise/work with volunteers, as and when required
<b>Grade:</b>	Service Delivery
<b>Team:</b>	Public Events
<b>Group:</b>	Visitor and Commercial Development

### **ABOUT THE RAF MUSEUM**

The Royal Air Force Museum is a national museum, a Government non-departmental public body (NDPB) and a registered charity, with two sister sites at London and Cosford. RAF Museum Enterprises Ltd is the trading arm of the RAF Museum with all profits gift-aided to the Museum to support its charitable activities. Our purpose is to share the story of the Royal Air Force - past, present and future, using the stories of its people and our collections, to engage, entertain, inspire and encourage learning. Our overall vision is to inspire everyone with the RAF story – the people who shape it and its place in our lives.

The shared values that guide our planning and behaviour are:

- **INtegrity:** we are open, transparent and ethical
- **Sharing:** we work as a team to ensure our collections and expertise are accessible to all
- **Passion:** we care deeply about sharing our collections and their stories
- **Innovation:** we tell our stories and develop our business with creativity and imagination
- **Relevance:** we ensure our legacy by linking our histories with today and tomorrow
- **Excellence:** we are professional and strive to ensure excellence in all that we do

As an organisation, we aspire to be entrepreneurial, agile and sustainable in our approach, and have agreed five key strategic priorities which will underpin all that we do for the current strategic planning period to 2030:

- Inspiring innovative engagement, debate and reflection
- Connecting with communities and partners
- Inspiring our people within a dynamic, diverse and collaborative culture
- Fit for the future with brilliant basics
- Embedding an entrepreneurial, agile and sustainable approach

Underpinning everything that we do, the Museum has three overarching commitments that inform our insight, business planning and strategy development, these are our:

- **Equity, Diversity and Inclusion Commitment** – we believe that everyone has the right to live without fear or prejudice regardless of race, age, gender, disability, sexual orientation, social class, religion and belief. We aim to embed a supportive and open culture which is inclusive, positive and fair to all, develop flexible opportunities to encourage engagement with the Museum onsite, offsite and online and celebrate differences.
- **Sustainability Commitment** - we are in a climate emergency, and we are committed to addressing this crisis through our operation and with our audiences. We will operate in an environmentally sustainable way, applying the principles of sustainable development for the benefit of current and future generations, both locally and globally.
- **Health & Wellbeing Commitment** – we are committed to creating an environment where health and wellbeing are actively promoted, where people feel engaged and valued for their contribution. We aim to create a health promoting workplace where people can be themselves, feel their best and perform at their best, so we can deliver an exceptional experience for our visitors.

As a member of the RAF Museum team, you will play an important role in delivering our purpose and achieving our vision, ensuring that the Royal Air Force's story continues to enrich and inspire current and future generations.

The Visitor and Commercial Development Group comprises: Retail and Admissions, Visitor Experience, Catering and Events, Communications and Marketing. We are responsible for ensuring our visitors receive the very best day out at the Museum and that every element of the visitor experience meets our customers' needs. We also oversee the commercial development of the Museum, ensuring our offer is relevant to our visitors and contributes to the future sustainability of the Museum.

### **Purpose of the Job**

In line with our strategic plan to achieve the museum's visitor number and commercial aspirations, this role is key in supporting the growth of the London events programme in London. The core purpose of this role is to support the delivery of a colourful and dynamic public events programme but support may also be required at commercial events as well.

### **Key Role Responsibilities**

- Provide high standards of pro-active and re-active customer care.
- Support in the set up and pack-down of activities associated with the public events programme.
- Enrich the visitor experience by assisting in the delivery of the museum's public events programme. This may include but not be limited to, Airfix Model

Club, school holiday workshops and other activities associated with large-scale commercial events.

- Take payment of any on-the-day sales associated with the public events programme
- Supervise & support Event Maker volunteers
- Discretely and sensitively safeguard the security of visitors, colleagues and Museum assets, responding to heightened incident measures as appropriate, in line with Museum policy and procedures.
- Monitor the safety of the Museum and visitors and comply with the Museum's incident and accident reporting procedures.
- Assist with the effective evacuation of the Museum in the event of an emergency, in accordance with procedures.
- Assist the catering team with the delivery of certain commercial events

The above is not intended to be a comprehensive list of key responsibilities or duties and the role holder is expected to carry out any other duties commensurate with the scope and scale of the role.

### **Additional General Responsibilities**

#### **Relationships**

- Ensure effective communication with all stakeholders, both internally and externally.
- Work as directed with other departments to deliver museum-wide programmes and objectives.
- Cultivate internal relationships that cross team boundaries and demonstrate positive collaboration and problem solving with all team members.

#### **Budgets and Resources**

- Work to reduce operational costs and maximise resources whilst maintaining standards of products and services.

#### **Policies and Procedures**

- Uphold both the spirit and letter of the Museums Association's Code of Ethics.
- Adhere to Museum policies, procedures and code of conduct, to protect people and the Museum's reputation, including GDPR, Health and Safety and Safeguarding policies and procedures.
- Professionally challenge procedures that do not add value to the Museum.

#### **Personal Responsibilities**

- Actively support and demonstrate the Museum's Values.
- Work as part of a team and support colleagues across the Museum.
- Protect the reputation of the Museum.

**General Consideration**

- The above job description is not intended to be a comprehensive list of key responsibilities, duties or requirements, and you are expected to carry out any other duties commensurate with the scope and scale of your role. The job description should be reviewed regularly to ensure it remains an accurate reflection of your role.

## **Person Specification:**

The post holder **must** have (and be able to demonstrate) the following core/professional competencies:

<b>COMPETENCY</b>	<b>DETAILS</b>
<b>Essential Technical Competencies</b>	<ul style="list-style-type: none"><li>• Demonstrable experience in a public facing environment including customer service.</li><li>• Demonstrable experience of working in a team, including knowledge and information sharing.</li><li>• Ability to work with energy and pace to get tasks done.</li></ul>
<b>Communication &amp; Engaging People</b>	<ul style="list-style-type: none"><li>• Is Respectful to colleagues and visitors, asking appropriate questions, listening and appreciates other's viewpoints and acting in a professional and fair manner.</li><li>• Enthusiastic and confident in sharing knowledge and information with colleagues and/or visitors as appropriate.</li><li>• Able to translate knowledge into stories that engage visitors, colleagues and/or stakeholders.</li></ul>
<b>Decision Making &amp; Problem Solving</b>	<ul style="list-style-type: none"><li>• Uses knowledge and experience to deal effectively with problems and makes appropriate decisions.</li><li>• Understands when to refer to others or seek clarification and acts accordingly.</li><li>• Proactively provides solutions and improvements to current or new ways of working, in a constructive manner</li></ul>
<b>Delivering Results</b>	<ul style="list-style-type: none"><li>• Pro-actively and positively contributes to the work of the whole team, in a way that leads to the successful delivery of individual and/or team targets, objectives and activities.</li><li>• Works with energy and pace to get tasks done.</li><li>• Maintains a consistent high performance.</li><li>• Takes responsibility for the quality of own work.</li></ul>
<b>Change, Adaptability &amp; Flexibility</b>	<ul style="list-style-type: none"><li>• Understands the need for flexibility in role activities and responds accordingly.</li><li>• Understands and appreciates the requirement for change in order for the Museum to develop, adapt and remain agile and is open to the possibilities of change and considers ways to implement and adapt to change in own role.</li><li>• Proactively contributes to conversations about change.</li></ul>
<b>Professional Excellence</b>	<ul style="list-style-type: none"><li>• Displays a thorough understanding of their role requirements and demonstrates the skills necessary to carry out the role effectively.</li><li>• Has the willingness to further develop skills to enhance their contribution and adapt to changing requirements.</li><li>• Identifies own strengths and weakness and learns from mistakes to improve performance.</li></ul>
<b>Strategy &amp; Leadership</b>	<ul style="list-style-type: none"><li>• Understands the Museum's purpose, vision and strategic objectives, and how their role and other roles within their team, supports their achievement.</li><li>• Takes ownership and accountability for own behaviour, actions and outcomes and recognises the impact these have on other individuals, the team and/or the Museum.</li></ul>

The following are desirable:

<b>COMPETENCY</b>	<b>DETAILS</b>
<b>Additional technical competencies</b>	<ul style="list-style-type: none"><li>• Supervision of volunteers</li><li>• Experience working in events, theatre or other immersive experiences</li><li>• DBS Check</li><li>• First-Aid Certificate</li><li>• Valid driver's license</li></ul>

Date modified: 02/06/2026 Created by: Rob Wood Approved by: Janet Scott