



ARUNDELLS

Events and Marketing Manager

Part Time – Four Days per Week

Introduction

Arundells is located within Salisbury's beautiful Cathedral Close and is the former home of Sir Edward Heath KG MBE – Prime Minister, Yachtsman and Musician

Sir Edward lived at Arundells from 1985 until his death in 2005. He very much wanted the house, garden and his unique collection of paintings, ceramics, glassware, photographs, political cartoons, music and sailing memorabilia, to remain together following his death and to be available for the public to see and enjoy.

The Sir Edward Heath Charitable Foundation was established to honour these wishes and Arundells first opened in 2008.

2016 saw the introduction of 'explore at your leisure' access on four days per week, in addition to formal guided tours of the house (for both individuals and groups) on Wednesdays.

A range of popular small to medium scale events has been successfully established over the last seven years, creating extremely important additional income. These events have included a series of piano concerts, themed lectures and talks, outdoor theatrical productions, opera, and jazz music in the garden.

Within the same time frame, opportunities for corporate and private hospitality – including business meetings, drinks receptions, lunches and dinners – have also been proactively progressed. These opportunities are proving extremely popular and again provide another extremely important income stream.

The Events and Marketing Manager

Please read the detailed job description and person specification carefully.

In summary, the successful applicant will work closely with the Manager and will be expected to:

- Successfully consolidate and build upon the events programme that has been established to date, leading the administrative and promotional process for all in-house events and ensuring successful 'front of house' delivery across a platform of excellence.
- To proactively build corporate and private hospitality opportunities
- Market and promote Arundells – the house, garden and art collection – as a fabulous heritage tourist attraction and a truly great place to visit.

Hours

4 days per week (30 hours)

The normal working day will be from 0900 hrs to 1730 hrs, including a one hour unpaid lunch break. Late evening working will be required for the delivery of a number of events, and a positive, flexible approach to this will be essential.

Normal working days will be Monday to Thursday (inclusive) each week. It will be necessary to occasionally work on some Saturdays and Sundays – again to meet the requirements of a busy events programme – with appropriate time off in lieu being taken on days to be agreed in advance with the Manager.

Salary

£22,400 per annum (£28,000 FTE) payable monthly in arrears, plus employer pension contributions to the governments NEST scheme. Overtime will not normally be payable.

Holiday

20 days per annum, plus bank and other statutory holidays. Given the nature of the business, the post holder may be required to work on days that are designated as bank holidays. If this occurs, an equivalent amount of time will be taken off in lieu on days to be agreed in advance with the Property Manager

Place of Work

Arundells
59, The Close

Salisbury SP1 2 EN

Key Relationships

The Manager (*Line Manager*)
The Curator of the Arundells Collection
The Front of House Manager

How to apply

Applications must be made in writing (by post or by e-mail) with a full CV and a covering letter detailing why you feel you would be the right person for this role to:

Mr Ivan Smith MRICS
Manager
Arundells
59, The Close
Salisbury
Wiltshire
SP1 2EN

E Mail: ivan@arundells.org

Closing date for applications: **Monday 1st May 2023**

Anticipated date for interviews: **Thursday 4th May 2023**

(When applying, please state if you would not be available for interview on this day)

Applications from individuals only. Applications from agencies or companies will not be considered

For an informal discussion, please telephone Ivan Smith on **01722 331440**