



DR. JOHNSON'S HOUSE

17 Gough Square
London, EC4A 3DE
Tel: 020 7353 3745

Private Hire & Events Duty Manager

Zero hours contract

£13-15 per hour

Job Purpose:

Dr Johnson's House is a literary historic house museum in a rare, late 17th-century building in the heart of the City of London. In the middle of the 18th century, this house was home to Samuel Johnson, a much-loved literary giant, and is where he composed his ground-breaking publication, the *Dictionary of the English Language* (1755), amongst many other works. This role will provide essential support to our operations by acting as a key holder with corresponding responsibilities during out-of-hours events.

About the role:

As part of the operations team, reporting into the Operations and Collections Manager, a Private Hire & Events Duty Manager will know and understand what it means to deliver amazing hospitality service while maintaining a healthy and safe environment for visitors and protecting the House and its collections. This will include setting-up events and moving necessary furniture in a safe and appropriate way, and returning the House to its original state at the end of the event. You should have a warm, personable nature and a can-do attitude. You must have the confidence and experience to take responsibility for the delivery of events. You must also represent the House well at all times, and will be first point of contact for guests. Training will be provided.

You will have experience in a similar environment with the knowledge and confidence to deliver the role described below, combined with a passion for delivering exceptional service and representing an international treasure to our guests.

Key responsibilities for the Private Hire & Events Duty Manager are:

- Delivering smooth and excellent service for private hire clients.
- Supervising and liaising with contractors during the event to ensure high standards are met.
- Welcoming all visitors and creating an engaging environment that offers an experience that everyone will want to repeat and tell others about; facilitating the visitor experience and ensuring the highest standards are delivered at all times.
- Ensuring the historic building and its collections are kept safe at all times.
- Supervise the general delivery of specific client requirements, with prompt resolution of client requests.

Lord Harmsworth – President

Stephen Clarke FSA - Chairman

Dr. Johnson's House Trust Ltd.
Registered Charity Number 1122396
Company limited by guarantee

- Maximize up-selling opportunities during events, including operating shop sales.
- Be responsible for opening and closing procedures across the venue as sole key-holder, including the security of the venue during the event and locking up afterwards.
- Provide First Aid cover across the site and ensure best practice.

Attributes for the Private Hire & Events Duty Manager include:

- Ability to think on your feet and sensible problem resolution.
- Excellent communication skills.
- Experience of working within a similar environment.
- Comfortable overseeing and implementing compliance with health and safety protocols.

The Private Hire & Events Duty Manager reports to the Operations and Collections Officer.

This post is a zero-hour contract. Working hours will predominantly include evenings and weekends. The salary is £13-15 per hour, depending on experience.

Please note that this post is subject to an enhanced DBS check.

To Apply:

Please submit a C.V. AND a covering letter which states your suitability and interest in this role.

Send to: **recruitment.djh@gmail.com**

Closing date for applications: 13 Oct, 2023

Interviews will be held during the week commencing 23 Oct, 2023.

Our commitment as an employer:

Dr Johnson's House is an equal opportunities employer and is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our sector, and for each employee to feel respected and able to give their best.

Please note that you must be able to demonstrate that you have the right to work in the UK.