



ARUNDELLS

Events and Marketing Manager

Part Time – Three 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, Sailor 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, musical 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 three years, creating important additional income. These events have included a series of piano concerts, themed lectures and talks, outdoor theatre and 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 important income stream.

Please visit our website (www.arundells.org) for further information about Arundells.

Events and Marketing Manager

This is new and important role. Please read the detailed job description and person specification carefully.

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

- Successfully consolidate and build on the events programme that has been established to date, leading the administrative and promotional process for all in-house events and with responsibility for ensuring successful 'front of house' delivery.
- Market and promote Arundells – the house, garden and art collection – as an enjoyable and interesting heritage tourist attraction and a great place to visit.
- To act as Deputy Property Manager when the Property Manager is on leave or absent from the property.
- To act as the duty Front of House Manager – on a rota basis, on alternate Saturdays – when the property is open to visitors.

Hours

3 days per week (22.5 hours)

The normal working day will be from 0900 hrs to 1730 hrs, including a one hour lunch break. Late evening working will be required from time to time. We are a small team and a positive, flexible, approach will be essential.

Normal working days will be Tuesday, Wednesday and Thursday each week. As detailed above, the post holder will be required to work on alternate Saturdays during the open season. Time off in lieu will be taken during the week following each Saturday worked to reflect this.

Salary

£13,800 per annum (£23,000 FTE) payable monthly in arrears, plus employer pension contributions. Overtime will not be payable.

Holiday

15 days per annum, plus bank 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 2EN

Key Relationships

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

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
Property Manager
Arundells
59, The Close
Salisbury
Wiltshire
SP1 2EN

E Mail: ivan@arundells.org

Closing date for applications: **Friday 22nd February 2019**

Anticipated date for interviews: **Friday 1st March 2019** (*When applying, please state if you would not be available for interview on this day*)

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

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