|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Office/Wedding Assistant | Place of work | Erasmus Darwin House |
| Salary | £10 per hour | Hours | 2 days per week (7.5 hours per day)  Friday and Saturday |
| Reporting to | Manager | Date Posted: | 17 November 2021 |
| Application closing date | 15 Dec 2021 | Position start date | 1 February 2022 |
| Please send a copy of your CV and a covering letter, explaining why you feel you would suitable for the role by post or email | | | | |

|  |  |
| --- | --- |
| Email to : [enquiries@erasmusdarwin.org](mailto:enquiries@erasmusdarwin.org) | Post Marie Burbage  Manager  Erasmus Darwin House  Beacon Street  Lichfield  WS13 7AD |

|  |
| --- |
| Job Description |
| OverviewDarwin House is an independent, accredited Museum that was once the family home of doctor, inventor and published poet Erasmus Darwin (1731 – 1802). With its unique place in Georgian history Darwin House showcases the breadth of Erasmus Darwin’s interests and achievements which laid the foundations for his grandson and evolutionary biologist Charles.The museum needs to generate income to cover running costs and as such, relies on the income from additional activities such as corporate room hire, weddings and events together with a small admission fee.The office/wedding assistant would join our small team of staff to help with a variety of administration tasks, such as taking room bookings and answering enquiries, but would also need to help with weddings and events as required. |
| Role and Responsibilities  * All aspects of general office administration * To assist with the preparation and delivery of weddings and bookings for special occasions. * Take corporate room bookings and managing the diary. * Act as cover for the museum manager when required – opening and closing the museum. * Help prepare rooms for corporate bookings and order catering. * Co-ordinate and deliver events * Deal with incoming enquiries. * Record keeping * Maintain a booking system for volunteer tour guides and update tour guide schedule. * When required, show prospective clients around the museum and discuss our facilities * Promote events, weddings and occasions at Darwin House through all forms of traditional and digital media with a view to increasing booking  Preferred Skills  * Written and verbal communication skills * Organisation and time management * Computer literacy including use of email, word, excel, calendar and power point * Record keeping and data input * Flexible * Able to work as part of a team * Able to work unsupervised * Experience of working in an office environment * Able to work evenings and weekends. |