

BMM Volunteer Role Description: **Events Coordinator**

Title of role: Events Coordinator

Location: Bath Medical Museum

Work hours: 5 hrs approx. per week, flexible location

Reporting to: Museum Manager



Role activities, tasks and objectives:

- To manage and promote the annual/seasonal Events programme of Bath Medical Museum.
- To coordinate with other museum volunteers regarding fundraising, membership and retail promotion at events.
- To manage the development of the museum's Events strategies and procedures.
- To manage the maintenance and use of the museum's Events systems, including the website, internal and external Event ticket sales, event ticket holder information and payment systems, and all print material related to the Events programme.
- To liaise with the Marketing Coordinator and external media, including newspapers, radio and TV companies regarding promotion of the Events programme.
- To advise on any Events matters when coordinating with other museum departments.
- To fulfil responsibilities as specified in the Museum Guide Role Description if ever working in the BMM during museum opening hours.

All museum volunteers are expected to engage positively and appropriately with museum visitors and members of the public, as well as fellow museum volunteers, and to adhere to the museum's Code of Conduct as set out in the Volunteer Policy. There is no specific dress code, however all museum volunteers are expected to dress appropriately for the environment in which they work.

Organisation:

The Events Coordinator role is just one of many ways to get involved with Bath Medical Museum, which has a friendly and hardworking group of volunteers who manage the Museum, welcome our visitors, manage our collections and put together our Events and Exhibitions. From our Museum management team to our Board of Trustees, our volunteers play a vital role in helping us maintain our collections, engage with and educate our visitors, and build support to help us continue our mission. There are plenty of ways you can volunteer with BMM, no matter your age, background or experience.

Person Specification:

An ability to demonstrate some experience and/or knowledge of public relations and marketing would be desirable. An interest in medical history would also be desirable.

If you are interested in joining our volunteer team at BMM please email us at enquiries@bathmedicalmuseum.org and put 'FAO: Museum Manager' in the subject header.