



Events and Hospitality Internship

6-month Internship – March 2019 – September 2019

Responsible to: Commercial Operations Manager

Hours and Pay: 35 hours a week at £7.83 per hour

This post is funded by the Heritage Lottery fund

Background

The ambition of the British Army Flying: Discovering Stories of Courage, Comradeship and Innovation Project is to create a viable museum that tells the unique stories of British Army flying in a way that engages the next generation of audiences. The project will have a significant impact in terms of developing the Museum of Army Flying's audiences, through newly relevant, refreshed and engaging displays, education programmes, improved visitor experience, volunteer involvement and targeted work with those not currently engaged with the Museum of Army Flying's heritage. The project aims to connect with families, primary schools and youth groups, serving and retired Army Air Corps personnel, adult curious minds and aviation and military enthusiasts.

The museum welcomes visitors 362 days a year and is open 10am to 4.30pm daily. A charity the museum is overseen by a Board made up of 14 Directors, all of whom are volunteers. It employs a staff of 14 full time equivalent posts. The museum will close for approximately three months towards the end of 2018 to undergo refurbishment and redisplay.

The opportunity:

This internship offers invaluable experience of working in a military museum, gaining an understanding and overview of how a heritage site manages its front of house operations and public programmes. At a pivotal point in its history, at the moment the museum is relaunched to the public with a new interpretative scheme and exciting programme of activity and events, the Intern will work closely with the Head of Commercial Operations, Site Manager, Learning and Communities Officer and Outreach and Engagement Officer to gain an overview of visitor welcome, exhibition management and maintenance, and the project management and planning of public programmes. Over six months, the Intern, under appropriate supervision, will have the opportunity to actively contribute to the development and delivery of a public programme at the museum. The internship gives the opportunity for a passionate and motivated individual to gain team work and project management skills, begin to develop a network of professional contacts and to implement learning in practical challenges.

What we need:

Applicants should be a recent graduate or have a qualification in Heritage Management, Event Management, Customer Care, similar relevant subject or equivalent experience. The placement requires an understanding of the basics of visitor welcome and event planning. 145

The successful applicant will need to demonstrate good learning skills with a strong motivation to develop a career in heritage management or customer care along with the ability to work effectively both alone and as part of a team.

A demonstrable interest in the heritage, arts and culture sector would be an advantage.

Please apply by sending your CV with a covering letter outlining your suitability for the position to Sasha Glover; corporate@flying-museum.org.uk

Please note: Due to our location, driving is essential. There is no accommodation provided with this position.

Closing date for applications is Monday 11th February 2019

Interviews will be held on Monday 18th February 2019