



## JOB DESCRIPTION

**JOB TITLE:** Events Assistant

**DEPARTMENT:** Royal Collection Trust

**SECTION/BRANCH:** Directorate

**LOCATION:** York House, St James's Palace

**REPORTING TO:** Head of Development

### Job Context

Royal Collection Trust is the only department of the Royal Household that undertakes activities without recourse to public funds. It incorporates a charity regulated by the Charity Commission and the Office of the Scottish Charity Regulator, The Royal Collection Trust, and its subsidiary trading company, Royal Collection Enterprises Limited.

The Royal Collection is one of the largest and most important art collections in the world. It comprises almost all aspects of the fine and decorative arts, runs to more than a million objects and is spread among some thirteen royal residences and former residences across the UK. The works of art in the Royal Collection are held by The Queen in trust for her successors and the nation. Royal Collection Trust is charged with the care and preservation of the Royal Collection and its presentation to the public. It oversees the research, interpretation, conservation and presentation of works of art; runs the programme of exhibitions in London, Windsor and Edinburgh; and manages the public opening of Buckingham Palace, Windsor Castle and the Palace of Holyroodhouse, the official residences of The Queen, and Clarence House, the official residence of The Prince of Wales. The monies generated from admissions, and associated commercial activities, are invested in the care and conservation of the Royal Collection and the promotion of access and enjoyment through exhibitions, publications, loans and educational activities.

As part of its charitable mission, Royal Collection Trust organises an annual programme of around 30 of its own events within the occupied Royal Palaces. These range from large receptions for up to 500 guests to mark the opening of major exhibitions, to small group visits to view specific items in the Royal Collection. All events are organised in collaboration with the relevant teams in Royal Collection Trust and in other Departments of the Royal Household, and conform to the Royal Household Events Policy.



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The Royal Collection Trust is a company limited by guarantee registered in England and Wales (2713536) and a charity registered in England and Wales (1016972) and in Scotland (SC039772). Registered office: York House, St James's Palace, London SW1A 1BQ.

This document is not contractual and may be subject to change following consultation with the post-holder



## Organisational Chart

The Events Assistant will report to the Head of Development and will work closely on a day-to-day basis with the Events Coordinator. The Development and Events team sits within the Directorate Section, headed by the Director of the Royal Collection.



## Job Purpose

To help ensure the smooth running of the annual programme of events organised by Royal Collection Trust within the occupied Royal Palaces, aiding with all aspects of the event process to ensure a high standard of service and an exceptional guest experience at all stages.

The Events Assistant will play a vital role in communicating event information to attending guests, external suppliers and other departments of the Royal Household and will help to ensure the smooth running of events.

## Principal Accountabilities

- To liaise with colleagues from across the Royal Household about Royal Collection Trust events
- To prepare briefing documents for use by staff members attending events
- To schedule and maintain a timeline of critical dates in the lead up to events
- To assist with event invitations: inputting guest lists; distributing invitations; and recording replies
- To communicate event information to guests and to respond to enquiries about events
- To ensure that event safety and security measures are properly implemented
- To liaise with external suppliers such as printers and caterers
- To help co-ordinate event set up and preparation
- To assist with on-site event operational troubleshooting
- To compile feedback from events and assist with post-event analysis
- To help maintain the departmental database



## Job Dimensions

The post-holder has no line management or budgetary responsibility.

## Decision Making Responsibilities

The post-holder is expected to resolve most day-to-day issues in the course of duty, but would refer to the Events Coordinator or Head of Development regarding more complex issues.

## Practical Requirements

The post-holder will primarily be based at York House, St James's Palace and is required to work 9:00am to 5:30pm, Monday to Friday. The post-holder will occasionally be required to work outside of their standard hours, including attendance at evening events.

Due to the nature of the role flexibility may be required and the post-holder will sometimes be required to work at other sites, including Windsor Castle and the Palace of Holyroodhouse.

## Person Specification

### Essential:

- Excellent IT skills, with knowledge of MS Office
- Confident verbal and written communication skills
- The ability to multi-task well and work efficiently to deadline
- High level of attention to detail
- Excellent organisational skills
- The ability to work effectively within a team environment

### Desirable:

- Some experience of assisting with events or event management
- Some experience of administrative work, including database maintenance