

Events & Hire Manager Vacancy

£45,000–£47,000 | Full time | Permanent | Hampstead, London

Thank you for your interest in the role of Events & Hire Manager at Burgh House. We look forward to receiving your application. The information below is to help inform your application.

About Burgh House

Burgh House is a Grade I Listed historic house in Hampstead, North London dating back to 1704. We are a registered charity, an Arts Council England accredited museum and host a year-round programme of exhibitions, cultural and community events. We are open to the public Wednesday – Friday and on Sundays free of charge.

Burgh House is also available for hire with a busy schedule of private and corporate hires for weddings, parties, filming, conferences, art exhibits, lectures, talks and concerts. This activity brings vital income into the charity. Burgh House manages over 200 public events and private hires a year.

The Events & Hire Manager, working closely with and overseeing the Events & Hire Coordinator, plays a vital role in ensuring the successful delivery of our varied events programme.

You can find further information about Burgh House and our programme on our website <https://www.burghhouse.org.uk>

About the Role

The Events & Hire Manager leads Burgh House's events and venue-hire activity, an important source of income for the organisation.

Working closely with the Events & Hire Coordinator, you will oversee our programme of private events, hires and filming, with responsibility for developing this activity and achieving agreed income targets. You will also have scope to contribute new ideas and build new partnerships to support our broader events offer at Burgh House working closely with the wider curatorial team.

This is a role with plenty of autonomy, but within a small and collaborative team. We are looking for someone who can bring experience, new ideas and commercial awareness while being happy to work practically and collaboratively with colleagues across Burgh House.

Job Description

Job title: Events & Hire Manager

Contract: Permanent, full-time

Working Hours: Monday – Friday, 9.30am – 5.30pm (occasional evening & weekend working may be required)

Reports to: Director

Salary: £45,000 - £47,000 per annum depending on experience

Location: Burgh House, Hampstead

Events & hires

- Lead Burgh House's events and venue-hire activity, including private events, weddings, celebrations of life and corporate hires, gallery hire and filming.
- Take responsibility for achieving agreed events and hire income targets.
- Work closely with the Events & Hire Coordinator to ensure a high-quality experience for clients from initial enquiry through to the delivery of their event.
- Keep track of enquiries, bookings and income, identifying opportunities for growth and encourage repeat bookings.
- Review our hire offer, pricing and packages to ensure they remain attractive and financially sustainable.
- Lead on building a positive working relationship with the café and catering operator, Leafi, especially where catering, events and venue-hire activity overlap.
- Develop new and creative ideas and opportunities for events and hires that are appropriate to Burgh House and its audiences.
- Develop new partnerships to support and expand our event offer that are appropriate to Burgh House and its audiences.
- Work with colleagues to promote Burgh House as a venue and generate new business.
- Keep events and hire brochures up to date and support with producing new marketing material to ensure proactive promotion of events and hires at Burgh House.
- Ensure events and hires are delivered safely and sensitively within Burgh House's historic building and alongside our wider programme.

Team

- Line manage and support the Events & Hire Coordinator.
- Recruit, train and manage a team of Events Supervisors to support the delivery of events and hires.
- Ensure appropriate staffing and arrangements are in place for events.
- Work collaboratively with colleagues across Burgh House, sharing information and helping to resolve problems as they arise.

Additional responsibilities

- Work with the Director to contribute ideas and experience to Burgh House's wider approach to earned income.
- Contribute to the development and delivery of Burgh House's new five-year business plan.
- Contribute ideas for developing other areas of earned income, including the café and shop, while recognising Burgh House's charitable, cultural and community purpose.

Budgets & operations

- Monitor income and expenditure against agreed targets.
- Keep the Director informed of performance, opportunities and any areas of concern.
- Work with the wider team to ensure the building and its spaces are ready to support events and hires.
- Address operational issues relating to events and hires in a timely and collaborative way, working with colleagues and external contractors as appropriate.

Person specification

Essential

- Strong proven experience of events, venue hire, hospitality within a relevant and/or comparable setting.
- Proven track record of working closely with clients/partners to support their event needs.
- Proven experience of developing new partnerships to plan and successfully deliver event activity.
- A good understanding of what makes a successful events and venue-hire operation.
- Excellent understanding of how to reach, market and communicate events and hires to intended audiences including knowledge of existing platforms and subscription sites.
- Experience of generating income and working towards financial or sales targets.
- The ability to identify opportunities for growth and turn ideas into practical action.
- Experience of managing budgets and confidence working with financial information.
- Experience of line management and supporting colleagues.
- Strong relationship-building and communication skills.
- Excellent organisational skills and the ability to manage competing priorities.
- Excellent attention to detail.
- A practical, proactive and solutions-focused approach.
- The ability to work independently while enjoying being part of a small, collaborative team.

Desirable

- Experience of working within a cultural, heritage, museum, visitor-attraction or charitable organisation.
- Experience of events or venue hire within a historic building.
- Experience of working with a café, caterer or hospitality operator.
- Experience of retail, museum-shop or similar commercial activity.
- Experience of filming or location hire.
- Experience of working with Canva.

About you

Burgh House is a small team, and how we work together matters to us. Everyone has their own areas of responsibility, but we share ideas, help one another and work together to solve problems.

We are looking for someone who is friendly, collaborative and supportive; who enjoys taking responsibility and bringing forward new ideas; and who is equally comfortable thinking about the bigger picture and getting involved in the practical detail when needed.

An appreciation of Burgh House's heritage, cultural and community role - and an understanding of how events and hire activity can support that work. We all strive to give our audiences and clients the best possible experience so excellent attention to detail is vital.

How to apply

The closing date for applications: **Sunday 1 November 2026 at midnight.**

Please send your CV and supporting statement of no more than 400 words/1 side of A4 by email to: info@burghhouse.org.uk using the subject line: Events & Hire Manager Application.

Within your supporting statement please include:

- Your experience relevant to the job description.
- Your interest in the role at Burgh House and why you believe you are an appropriate candidate.
- The attributes you will bring to the role that make you a good fit.

For those shortlisted for interview, we are looking at interviews taking place on **9 and 10 November 2026**. We reserve the right to carry out second interviews should we deem this necessary and we may issue you with a task in advance of interview.

There will be the opportunity for a tour of the House and to informally meet the team, as we want you to be able to find out more about the House and our operations before your interview. We very much view our selection process as a two-way process to help us all to learn about each other.

Equal opportunities

We are an equal opportunities employer and are committed to creating an inclusive workplace for all. We welcome applications from suitably qualified people of all backgrounds and strive to provide an accessible recruitment process. If you require any reasonable adjustments during the recruitment process, please let us know so we can support you.