



Wallop Wheels & Wings 2022 – EVENT MANAGER

The Army Flying Museum at Middle Wallop in Hampshire tells the story of British Army Flying from the earliest attempts to conduct operations with gas filled balloons in the late 1800s to today's Army Air Corps which has operated with distinction around the world in a number of roles including combat operations in Iraq and Afghanistan.

We welcome about 35,000 visitors to the museum (60,000 to the museum site) each year, a number that is steadily increasing. We have also recently completed a £2.5million refurbishment project supported by the National Lottery Heritage Fund and other funders. However, we now need to fundraise approximately £50,000 per year to support the operational budget of the museum and Wallop Wheels and Wings (W3) was conceived in 2021 to help achieve that target. The inaugural W3 was held on 03 July 2021, sold out two months in advance and created a surplus of £23k. We received excellent and useful feedback and we are now looking ahead to the 2022 event.

We are looking for an enthusiastic, practical and very organised person who is not afraid to hit the ground running. The Event Manager has total oversight of the event from initial contracts to staff and volunteer management on the day. This is a fantastic opportunity for someone to take a successful inaugural event and grow and develop it for 2022.

SALARY: £15,000 set fee

HOURS: 75 days total and variable per week – likely to be 1-2 days per week initially increasing to 4-5 days per week in May-July (to be managed as necessary by the successful candidate).

CONTRACT: Freelance for 6 months from January-July 2022

APPLY: Applications consisting of a cover letter (no more than one side of A4) or video application detailing your suitability for the role and a current CV should be emailed to chiefexecutive@armyflying.com or sent to:

Lucy Johnson, CEO, Army Flying Museum, Middle Wallop, Stockbridge, Hampshire, SO20 8FB

Closing date for applications is **Wednesday 22 December 2021**.

The Army Flying Museum welcomes applications from all sectors of society and follows a policy of non-discrimination on the basis of race, religion, colour, gender, age, nationality or disabilities.

The Army Flying Museum is a company limited by guarantee registered in England no. 2109510 and a registered charity no. 297897.



JOB DESCRIPTION: W3 EVENT MANAGER

Salary: £15,000 set fee (to be invoiced monthly at the end of the month)

Location: A combination of homeworking and time in the Museum (SO20 8FB)

Hours: 75 days across 6 months (anticipated full time working in June and first week in July)

Reporting to: Chief Executive

Contract: Freelance

Purpose of Role

To plan, manage and deliver the second Wallop Wheels & Wings event on Saturday 02 July 2022.

You will be responsible for:

- Planning and delivering a safe and successful event for 3500 attendees
- Managing all exhibitors (approx. 300 cars, 100 motorbikes and 40 aircraft)
- Managing the event budget in conjunction with the museum CEO
- Working with the Museum team on marketing, PR, sponsorship and infrastructure

The Event Manager will be the central point for all planning and will act as Silver control on the Event Day (the museum CEO is Gold control and owns the event).

Specific Duties

EVENT MANAGEMENT

- To manage all aspects of event infrastructure and content, from booking to delivery
- To manage the registration of cars, motorbikes and aircraft, and orchestrate arrivals
- To liaise with the judges and manage the registration and delivery of the Concours d'Elegance
- To develop and own the site plan including the Village, the display vehicles and airfield
- To liaise with key stakeholders and the Licensing & Events team at Test Valley Borough Council
- Find catering and trade vendors for the event
- Propose a budget for the event in conjunction with the museum CEO
- To lead the monthly Event Team meetings (with external stakeholders) and the internal bi-weekly museum team meetings
- To book contractors for the event (traffic management, sound, infrastructure etc)
- To manage the relationship with the volunteer work force (approx. 200 people)

GENERAL

- Undertake other activities as may be reasonably required
- Supervise event volunteers and support staff where appropriate
- Help maintain excellent relationships with the Army Air Corps and other stakeholders

Person Specification

ESSENTIAL

At least three years of Event or Project Management experience or the ability to demonstrate the equivalent skills in a different role

Ability to juggle multiple tasks at once

Experience of working with a key stakeholder and effectively managing that relationship

Ability to coordinate with different vendors

An excellent communicator with staff, volunteers and the general public

An incredible attention to detail

The ability to sell the event to interested parties

Excellent time management skills

Great interpersonal skills

Your own transportation (we are in a rural location with limited access by public transport)

DESIRABLE

A knowledge of the military (specifically the Army Air Corps)

A knowledge of the culture and heritage industry

An interest in the motor and aviation industry

Application Deadlines

- Applications to be received by: 12 noon on Wednesday 22 December 2021
- Notification by email for shortlisted applicants: Wednesday 29 December 2021
- Interviews: Wednesday 05 January 2022

We would want the successful contractor to be available to start in January 2022.

If you would like to have an informal chat about the role, please contact Lucy Johnson on chiefexecutive@armyflying.com.

