



The William Morris Society

Job Title: Events & Marketing Manager

Location: The William Morris Society, London, W6 9TA

Salary: £30,000 per annum (pro rata)

Contract: Permanent, Part-time

Hours: 9:00am – 5:00pm on Saturdays and Sundays, (flexibility is negotiable) plus one weekday (to be agreed / remote working is negotiable) and additional hours will be required for events and will be agreed in advance.

About the Society

William Morris was a revolutionary force in Victorian Britain. His work dramatically changed the fashions and ideologies of the era and he remains as influential and important today as he was in his own time.

The William Morris Society was founded in 1955 to share knowledge of the life and works of William Morris amongst our members and the wider public.

The Society manages an accredited museum which is based in the Coach House of Kelmscott House, Hammersmith, Morris's London home for the last eighteen years of his life. We hold an exciting variety of exhibitions, talks and events throughout the year and offer a thriving membership scheme.

About the Role

The William Morris Society is seeking a dynamic and creative Events & Marketing Manager to lead on the developing, planning, delivery, and promotion of a vibrant programme of events and activities. This is a key role within the organisation, responsible for public engagement events, managing venue hire, supporting our membership programme, and raising the profile of the Society through imaginative marketing and communications.

Key Responsibilities

- **Event Management & Public Engagement**
 - Develop, plan, and deliver a varied programme of public engagement events, including talks, workshops and activities, as well as public tour and group tour programme, that engage diverse audiences with William Morris's life, work, and legacy.
 - Manage flagship events including the *#MorrisMonth* (March 2026) Open Gardens, Open House, the annual Arts & Crafts Summer Fair and an annual weekend Morris Festival.

- **Venue Hire & Commercial Activity**
 - Oversee venue hire operations and grow the venue hire business, including private & corporate events, filming, carparking and photography enquiries.
 - Lead the development and delivery of the Society's brand-new weddings and civil partnership offer, establishing it as a distinctive and successful part of the organisation's commercial activities.
 - With excellent customer service, ensure smooth delivery of all hires whilst at all times, protecting and promoting the Society's collections and heritage.
- **Membership & Stakeholder Engagement**
 - Work in collaboration with the Museum Manager to coordinate and deliver a members' events programme, including setting up and supporting regional member hubs.
 - Nurture strong relationships with Society members, event partners, and the wider community, particularly LBH&F residents.
 - Support initiatives to grow and diversify membership.
- **Marketing & Communications**
 - Develop and implement marketing campaigns across digital and print platforms to promote our events programme, membership events and our venue hire offer.
 - Build the Society's online presence and expand audience reach through our website, social media, newsletters, and partnerships.
- **Operational Support**
 - Work closely with colleagues and manage volunteers to ensure seamless event delivery.
 - Act as Senior staff member to oversee museum operations on weekends and provide weekend lunch cover for front of house visitor engagement coordinator roles.
 - Manage, monitor and report on budgets, evaluate outcomes, and report on the impact of events and marketing activities at quarterly committee meetings.

Person Specification

Essential:

- Proven experience in corporate events, weddings and venue hire management and delivering public engagement events.
- Excellent communication, customer service and interpersonal skills.
- Experience in marketing and audience development, particularly using digital platforms.

- Strong organisational and time management skills with impeccable attention to detail
- Budget management and financial reporting experience
- Ability to work independently and collaboratively in a small team environment and ability to work calmly under pressure.
- Flexibility to work weekends, evenings, and occasional additional hours.

Desirable:

- Interest in the Arts & Crafts Movement, William Morris, or cultural heritage.
- Knowledge of marketing, websites and ticketing sites, such as Digitickets Mailchimp, Buffer and Wordpress.
- Experience in working in a museum, gallery, or heritage environment.
- Familiarity with membership organisations.
- Experience of developing wedding, civil partnership or venue hire offers within a cultural or heritage context.
- Experience of managing external caterers and suppliers
- First Aid trained
- Personal licence holder
- Experience of working with and managing volunteers

How to Apply

We value diversity and inclusivity and encourage applications from individuals with a range of backgrounds and experiences, including those from underrepresented communities.

Please submit your CV and a covering letter outlining your interest and suitability in this role and explaining how your skills and experience make you a strong candidate for this position to Gabriella Esser - director@williammorrisociety.org

Application deadline: 9am, Friday 21st November

Interviews: TBC – early December 2025 (8th/9th)

Start date: February 2026