Introduction

The National Museum of Computing houses the world’s largest collection of functional historic computers, including the rebuilt Colossus, the world’s first electronic computer, and the WITCH, the world’s oldest working digital computer and The Turing-Welchman Bombe. We are located in a Grade II listed Second World War building (the world’s first purpose-built computer centre) on the Bletchley Park estate. The museum enables visitors to follow the development of computing from the ultra-secret pioneering efforts of the 1940s through the large systems and mainframes of the 1950s, 60s and 70s, and the rise of personal computing in the 1980s and beyond.

The published Mission Statement of the National Museum of Computing is to be a museum that ‘...brings to life the history and development of computing for inspiration, learning and enjoyment.’

With a particular focus on British developments and context, we:

- **Conserve**: through acquisition, restoration and reconstruction of artefacts which have had a notable impact on the evolution of computing;

- **Engage**: through displaying wherever possible working artefacts to a wide range of interest groups who can interact, learn and be inspired by the artefacts and their stories; and

- **Educate**: through a range of specialist programmes designed to encourage the understanding, application and participation in computing in the UK.

The museum is normally open 7 days a week. Two public guided tours are offered a week and private groups can visit on any day by prior appointment.

The museum runs a full Schools and University Learning programme which typically welcomed over 4,000 young people a year, as well as many family groups during the school holiday Bytes Festivals. The Bytes Festivals provide educational fun for all the family with workshops and tasters in areas such as coding, robotics, virtual reality, and programming.

There is an active volunteer base of approximately 100 individuals who act as stewards and guides allowing the museum to open to the public, as well looking after the collection as curators and managing the donations, accession and storage process. Additionally, volunteers look after the Library and Archive. The Volunteer Supporters Association (VSA) is run independently of the museum with its own committee but works closely with the museum management team.

There is a Members’ Club, currently with around 220 members, which meets four times a year. Again, this is run independently of the museum management team with its own committee, but all membership subscriptions are donated to the museum in full and the museum supports the organisation and covers the cost of the Members’ events.
The National Museum of Computing – Events Communications Officer Opportunity

Following the Covid Pandemic outbreak, the Museum has had to repurpose many of the activities described above – much of which has led to a greatly expanded Online and digital presence. This includes a range of assets, interactions, services and engagements including for example:

- Online tours
- 3D mapping of the museum
- Enhanced booking and online activities.

Our Sandford Award-winning Learning Programme hosts visits from schools with students who are studying at GCSE, A Level, Level 2 or 3 equivalents. University Undergraduate groups are also catered for. The typical format of our programme includes an introductory session, guided group tour (ratio of 15 students to one guide) through the museum’s exhibits demonstrating and using a variety of computers and peripherals, and a variety of interactive hands-on sessions. The Learning Programme covers past and future developments in computing and its impact on society in the past, present and future.

What are we looking for?

As events communications officer, you will have the experience and drive to effectively promote, enhance and communicate our brand through the various activities – promotional, physical and virtual that the Museum undertakes. The National Museum of Computing will support you in your learning and development in this field. An interest in the history and development of technology would be a clear advantage in understanding and optimising the value you can bring to the role.

What’s in it for you?

This is our commitment to you. This role will:

- Give insight into the Third Sector and the nature of what it is to be a national museum
- Allow you to build and engage with highly diverse customer and stakeholder groups ranging from retired engineers to the next generation of British contributors to the leadership of Information Technology across the world.
- Challenge and push you hard to make a direct and meaningful impact
- Have support and guidance via regular committed direct one-to-one time with senior leaders including board members
- Offer training and development opportunities as are mutually beneficial to you as an individual and us as an ambitious and growing Museum

In summary, it will give you the chance to directly contribute to the organisation’s future and give you a fun challenging environment in which to learn, grow and test your own boundaries.
What we expect from you?

We expect you first and foremost to fully commit and to grasp the opportunity offered.

We expect you to add value from day 1.

We expect you bring experience gained from your previous employments and life activities to help make the Museum a more successful and sustainable entity quicker and faster.

We expect you to challenge and contribute in every meeting, situation and networking interaction.

We expect you to feel part of the team.

We expect you to enjoy yourself.
**The National Museum of Computing – Events Communications Officer Opportunity**

### The Details

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Events Communications Officer</th>
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<tbody>
<tr>
<td>Location:</td>
<td>The National Museum of Computing, Bletchley Park Estate, Milton Keynes</td>
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<tr>
<td>Salary/Benefits Package:</td>
<td>£27,000-£32,000</td>
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| Job Purpose: | As the TNMoC Events Communications Officer you will have responsibility for developing the Museum’s audiences, providing a great visitor experience and generating income by planning, organising and implementing the Museum’s programme of events and activities. |
| Principle Accountabilities: | Working as part of a small but thriving team, the role includes: |
| ● Planning, co-ordinating and implementing the Museum’s programme of special events and activities, Bytes festivals, lectures & Talks physical and remote working with the team to develop the Museum’s audience development plan. |
| ● Growing and developing the marketing activities including the Museum’s social media platforms |
| ● Providing an engagement and development plan for to the Visitor experience |
| ● Managing and developing the engagement with the PR Team |
| ● Working with the team to respond to customer services enquiries |
| ● Working with the Museum director, Senior curator/ Collections and Interpretations and volunteer curators to improve the visitor experience including site presentation |
| ● Continue to develop the Working plan to ensure the Museum is as inclusive and accessible as possible |
| ● Coordinating and Managing the Special Events budget, Bytes, steam and relaxed opening. |
| ● Ensuring adequate risk assessments and insurances are in place for events and activities |
| ● Working in partnership with other organisations and our partners who have shared goals |
| ● Supporting our Outreach Programme |
| ● Providing administrative support for private events |
| ● Being the main point of contact for the supporters of the Museum |
| ● Being part of the museum’s rota of Duty Staff (working one to two weekend days per month during open season) |
| ● Providing creative and professional support and planning of delivery where necessary of Staff and volunteers project proposals. |

| Reporting Relationships: | Role reports to the Museum Director. |
## Essential Competencies:

- 2 Years’ experience in Marketing & Events
- Social Media Experience
- Event planning experience
- Good interpersonal skills and ability to build relationships
- Good organisational skills
- Self-starting
- Excellent time management and ability to prioritise
- Effective in an often busy and dynamic working environment
- Excellent written and verbal communication skills with good attention to detail
- Creative thinking
- Available to work flexibly outside normal office hours, including some weekends and evenings
- Understanding of and an unequivocal commitment to excellent customer service
  Able to work with a variety of people from different backgrounds
- Understanding of data protection, safeguarding and health and safety

## IT Skills:

A good grasp of a range of IT Office tools, ideally to include:

- Microsoft / G suite Office suites
- Mailchimp or similar mass emailing software
- Social media, website other digital platforms with a view to growth and development