



Casual Birthday Party Leader

Job Description

Accountability

The Birthday Party Leader is responsible to the Director

Job Purpose

To deliver children's birthday parties and adult celebration parties at Tiverton Museum of Mid Devon Life ensuring a high standard of presentation and customer service.

Delivering parties is a new venture for us and opens a new income stream to help support the museum's ongoing running costs. The parties have been developed through funding from an AIM Hallmarks grant supported by Arts Council England.

Key Responsibilities

- To manage the delivery of birthday parties and serve as host of Tiverton Museum of Mid Devon Life (details of each party below).
- Interact with adults, families and children.
- Set up tables and activities, and move chairs and equipment as needed.
- Facilitate all activities included in our party packages.
- Maintain organised party and event storage areas.
- To supervise and support party volunteers as required.
- To ensure compliance with Health & Safety Regulations.
- To keep up to date current developments relating to areas of responsibility and attend training as required.
- To act as key holder and duty manager as required when delivering parties.
- Additional duties as required.

Children's birthday parties

Title	'Spy training School'
Description	Forget false moustaches and dodgy disguises – this party will test your super spy skills and see if you have what it takes to outwit the enemy!
When available	10-12 or 1-3 Saturdays or enjoy exclusive use of the museum on a Sunday for a surcharge
Length of party	2 hours (staff member would be required to work 3 hours to allow for set up and tidying away).
Suitable for	Ages 7-11 approx
Number of guests	Up to 16 children. Up to 10 accompanying adults admitted free.
Includes:	Party host 90 minutes of party activities and games 30 minutes use of a decorated party room Unlimited squash and water

	Invitation template
Catering info	The museum won't be providing catering (beyond the squash), but catering can be provided: <ul style="list-style-type: none"> - Through external suppliers who will be responsible for all crockery etc. - Parents welcome to bring their own. (Parents will be responsible for clearing away afterwards (the museum can only be expected to dispose of rubbish and clean the floor etc)
Staff / volunteer support	One volunteer could be available to assist with the delivery of this party if required.

Title	'Retro toys and games'
Description	Discover, make and play with some of the most popular toys ever – you'll be building, designing and racing at this hands-on party!
When available	10-12 or 1-3 Saturdays or enjoy exclusive use of the museum on a Sunday for a £60 surcharge
Length of party	2 hours (staff member would be required to work 3 hours to allow for set up and tidying away).
Suitable for	Ages 4-9 approx
Number of guests	Up to 16 children. Up to 10 accompanying adults admitted free.
Includes:	Party host 90 minutes of party activities and games 30 minutes use of a decorated party room Unlimited squash and water Invitation template
Catering info	The museum won't be providing catering (beyond the squash), but catering can be provided: <ul style="list-style-type: none"> - Through external suppliers who will be responsible for all crockery etc. - Parents welcome to bring their own. (Parents will be responsible for clearing away afterwards (the museum can only be expected to dispose of rubbish and clean the floor etc)
Staff / volunteer support	One volunteer could be available to assist with the delivery of this party if required.

Adult celebration events

Title	'Time tunnel retro party'
Description	Step back in time, and party like it's the fabulous forties or swinging sixties! Immerse yourself in nostalgia and enjoy the unique ambience created especially for your event.
When available	3.30-6.30pm Saturdays 7.30-10.30pm Friday and Saturday evenings (optional extension to 11.30 available on evening bookings)
Length of party	3 or 4 hours, depending on time booked (staff member would be required to work up to 5 (or 6)

	hours to allow for set up and tidying away which is a bit more involved for this event).
Suitable for	All ages – babies and children welcome
Number of guests	Up to 40 guests
Includes:	Exclusive use of the museum building Period photobooth Nostalgic objects to handle Hidden highlights or torchlight guided tours for your guests Retro music and video entertainment Party assistant
Catering info	Catering and mobile bar available from external suppliers or hosts can supply their own for guests (hosts will be responsible for clearing away afterwards; the museum can only be expected to dispose of rubbish and clean the floor etc)
Staff / volunteer support	At least one volunteer will be available to assist with the delivery of this party.

Title	'Mystery at the museum!'
Description	Questions to be answered, clues to be found and a mystery to be solved! Guests of all ages are challenged to uncover the solution to the baffling case that awaits.
When available	3.30-6.00pm Saturdays 7.30-10.00pm Friday and Saturday evenings (optional extension to 11.00pm available on evening bookings)
Length of party	2-2.5 or 3-3.5 hours, depending on time booked (staff member would be required to work 1 additional hour to allow for set up and tidying away).
Suitable for	8+ years (but aimed at adults).
Number of guests	Up to 25 guests (Larger groups up to 35 guests can be accommodated, please call the museum for a quote)
Includes:	Exclusive use of the museum Interactive mystery led by Mystery professionals 'Killer Thrillers' Party assistant
Catering info	Catering and mobile bar available from external suppliers or hosts can supply their own for guests (hosts will be responsible for clearing away afterwards; the museum can only be expected to dispose of rubbish and clean the floor etc)
Staff / volunteer support	This activity is led by 'Killer Thrillers' so no volunteer support is anticipated to be needed.

Conditions of Service

Salary and hours of work:

This is a zero hours contract, dependent upon bookings taken, at £15 per hour. One extra hour is scheduled on top of the party length to allow for set up and tidying away (longer allowed for the Time Tunnel adult party). Parties may take place during the day on Saturday or Sundays, or on the evenings of Fridays or Saturdays.

Location: Based at Tiverton Museum of Mid Devon Life.

Contract: The contract is offered for an initial period of 12 months.

Notice period: This post is subject to a notice period of one calendar month.

Induction period: The successful candidate will receive a period of induction and training which will be paid (estimated 3 hours).

DBS check: This post will require an enhanced DBS check.

Person Specification

	Essential	Desirable
Work Experience	Experience of delivering play and/or working with children	
Knowledge/skills	Excellent customer service skills for all ages	Experience with audio equipment and laptop
	Good public speaking and friendly communication skills	
	Good organisational skills and a practical hands-on approach	
	The ability to keep calm under pressure and find solutions/make last minute changes to ensure the party runs smoothly in all circumstances.	
	Confident to work alone	
	An appreciation of health and safety issues involved in this type of work	
Other job related requirements	Enthusiasm for working with volunteers	
	Open availability for weekend and evening work on ad hoc basis as specified above.	
	Well-groomed personal appearance	

	To work in a non-discriminatory way within an equal opportunities framework.	
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