

Meeting & Events Porter

Pay: £26,000.00 per year

Job Description:

Job Purpose

Home to the world's largest collection of historic British cars, the British Motor Museum operates as part of an Educational Charitable Trust. This role places you at the heart of a vibrant organisation where heritage meets exceptional meetings and events delivery. The role is a fantastic opportunity for someone who truly thrives on high-energy, multifaceted environments and is seeking a position in a truly unique setting.

Working within a dynamic operations team, the Meetings & Events Porter helps deliver seamless meeting and event experiences at the British Motor Museum. You will prepare and maintain rooms, audio-visual equipment and catering areas to exact client specifications, ensuring every event runs smoothly. You will also cover early, day and evening shifts, five days out of seven. There is the opportunity to develop within the organisation to undertake Duty Manager shifts on an ad-hoc basis to oversee daily operations across the Museum and Conference Centre.

Main Duties

- Work five days over seven, incorporating early and late shifts to meet business needs
- Maintain high standards of service during all meetings and events
- All events accurately set to event function sheets and client briefs are met
- Support the setup, delivery, and breakdown of meeting and catering events
- Carry out the physical setup and breakdown of meeting room furniture for daytime and evening events
- Install, test and troubleshoot audio-visual equipment (projectors, screens, microphones, etc.)
- Deliver, serve, and clear catering for meetings, functions and dinners
- Assist with bar service to support events
- Adhere to the Museum's Standard Operating Procedures at all times
- Provide additional support to the catering team during peak periods
- Support the summer show season and other high-footfall events
- Operate tills, handle cash and process payments accurately

- Assist with stock-taking as needed
- Undertake any other reasonable business-related activities as requested by management
- Actively take responsibility for personal health, safety and welfare in line with Trust policies
- Promote a discrimination-free environment and comply with the Trust's Equal Opportunities Policy
- Positively contribute to the overall success of the Museum and Conference Centre

Knowledge, Skills, Experience and Attributes Required

The knowledge, skills, experience and attributes required for the role

- 18 years of age or over
- Friendly and customer focussed
- Able to work as part of a team as well as on own initiative
- Able to interpret written instruction with acute attention to detail
- Effective time-management and organisational skills
- Smart, professional appearance and conduct
- A good level of physical ability as the role involves regular movement of furniture when setting up rooms.
- Positive, can-do attitude and willingness to contribute to team success
- Ability to work to tight deadlines during busy peak hours
- Customer service experience desirable but not essential
- PC literate

Applications

Please send a CV and covering letter to: hr@britishmotormuseum.co.uk

Applications must be received on or before the closing date.

Closing Date: Sunday, 13 September 2026

Benefits

To support our staff both inside and outside of work, the Trust offers 26 days of annual leave per year (pro-rata for part-time employees) plus bank holidays. You will receive

staff discounts in our gift shop and onsite café as well as a number of free tickets each year for friends and family to visit the Museum.

Employee well-being is paramount at the Trust, and we therefore offer enhanced occupational sick leave and pay as well as enhanced family-friendly leave and pay.

We operate an ad-hoc home working policy to allow for maximum employee flexibility, however, please note home working is not available for this role.

Joining the British Motor Industry Heritage Trust as an employee will give you the opportunity to develop your career in a friendly and supportive environment while working for a charity dedicated at preserving and sharing Britain's automotive heritage.

Inclusion and Diversity Statement

As an organisation the British Motor Industry Heritage Trust is committed to eliminating discrimination and encouraging diversity amongst our workforce. We welcome applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Work Location: In person