

Events Officer Recruitment Information Pack



Closing date for applications: 9am, Monday 16 March 2026

First interview date: Tuesday 24 March 2026

Second interview date: Tuesday 31 March 2026

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Welcome

Pallant House Gallery is a leading UK museum with an internationally important collection of Modern British art and a critically acclaimed exhibitions and activity programme.

We are seeking an energetic and proactive Events Officer to join our friendly, busy team. This is an exciting opportunity, working across the Gallery, to engage new audiences, drive revenue and deliver an exceptional programme of creative events and activities that support Pallant House Gallery's mission to play a pivotal cultural role in our community.

Pallant House Gallery is committed to promoting a diverse and inclusive workplace. We are keen to ensure that opportunities to work with us are open to everybody and welcome applications from people from all backgrounds. If you have any questions about application process or need any additional support, please contact humanresources@pallant.org.uk or phone us on 01243 774557 and we will be happy to help.

We look forward to receiving your application.

A handwritten signature in black ink, reading "Simon Martin". The signature is written in a cursive style with a horizontal line underneath.

Simon Martin
Director, Pallant House Gallery

Introducing Pallant House Gallery

Pallant House Gallery is a leading UK museum that stimulates new ways of thinking about art. We explore new perspectives on British art from 1900 to now through an ambitious programme of exhibitions and creative opportunities for all. We invite people from all walks of life to explore our world class collection in a distinctive setting in the heart of Chichester. Between January and December 2025, the Gallery welcomed over 60,000 visitors and showcased five exhibitions, four print room displays, a site-specific installation and a collective artwork produced by our Community Programme participants.

Our funding

The Gallery operates on a mixed funding model; our revenue comes from earned income (included ticketed admission and events), endowment income, philanthropic and fundraised income and public funding. Our largest regular public funder is Chichester District Council and our Friends and Patrons schemes have over 5,200 members who provide valuable income and support.

Our people

We employ 44 members of staff (23 full time, 21 part time and casual) – led by our Director, Simon Martin - and are supported by over 250 highly committed volunteers. Our Board of Trustees is responsible for the strategic direction of the organisation, with the support of a number of Sub-Committees and Advisory Groups.

What makes us different?

Original exhibitions

We present exhibitions that say something new about British art from 1900 to now. We explore relevant subjects with fresh angles and celebrate well-known, overlooked and emerging artists.

A 'collection of collections'

We care for a world class collection of Modern British and contemporary art, largely formed of donations by passionate collectors over 40 years. We continue to make it accessible and show its relevance to today.

A part of people's creative lives

Our wide range of creative opportunities for people of all ages and backgrounds helps them to discover how art can have a place in their lives.

A distinctive home

We welcome visitors to the distinctive setting of an 18th century townhouse and a 21st century gallery in the heart of historic Chichester on the south coast of England.

Job Description

Details

Job title:	Events Officer
Salary:	£25,000 - £27,000 per year, subject to experience
Contract:	Permanent, full time
Hours:	5 days / 37.5 hours per week
Location:	Pallant House Gallery, Chichester
Department:	Learning & Public Programmes
Reports to:	Learning Programme Manager

Purpose of the role

Pallant House Gallery is seeking an energetic and proactive Events Officer to join our friendly busy team. This is an exciting new opportunity to engage new audiences, drive revenue and deliver an exceptional programme of creative events and activities that support Pallant House Gallery's mission to play a pivotal cultural role in our community.

Reporting to the Learning Programme Manager and working in partnership with colleagues across the Gallery, you will develop and deliver the Gallery's Adult Learning programme and help build a new venue hire offer, supporting the co-ordination of all related events.

The Adult Learning programme enables a wide range of adult audiences to engage with the Gallery's collections and temporary exhibitions, through workshops, tours, talks and special events, whilst generating income. Additionally, we wish to expand opportunities for public and corporate hire of our unique spaces.

Key internal relationships

Curatorial and Collections, Marketing and Communications, Development, Visitor Services and Operations

Key Responsibilities

- To develop and deliver an Adult Learning programme, including Gallery Lates, the Pallant Proms concert series and creative weekend workshops.
- To work with the Visitor Services teams on delivery of venue hires and other bespoke events.
- To generate income for the Gallery by developing profit making events and activities.
- To work with the Curator and Curatorial Assistants to co-ordinate guided tours and support the volunteer Guides team.
- To work with the Marketing & Communications team to devise a marketing strategy to increase audiences for our Events programme and venue hires.

- To co-ordinate freelance artist educators and learning programme volunteers to lead or help deliver creative workshops for adult audiences, including setting rotas, booking educators and volunteers, coordinating training and briefing meetings, and supporting recruitment when necessary.
- To co-ordinate arrangements for online events when necessary, including setting up and running equipment and liaising with external providers of digital support.
- To develop and maintain strong working partnerships and relationships internally with teams across the organisation, including the independent bookshop and restaurant, and relevant external organisations and individuals.
- To have a proactive approach to programme evaluation, continually using feedback and data to inform and improve activities.
- To be an advocate for the Gallery's mission, vision and brand.
- To adhere to all Gallery policies including EDI and Safeguarding.
- To ensure diligence and compliance in security matters, accessibility, health and safety regulations, as required for each event.

This job description outlines the principal responsibilities and duties of the post holder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post.

Additional requirements

- Whilst this role is based at the Gallery, some travel may be required on occasion for off-site events.
- The role will include some evening and weekend work as required to deliver events, for which a time off in lieu system is in place.

Person Specification

Essential:

- Proven experience in developing, managing and delivering a public-facing events programme.
- Commercial acumen and ability to plan costs and forecast profits. A focus on value for money and accurate reporting of ROI.
- 'Can do' attitude and ability to think creatively, plan own workload and work independently.
- Excellent interpersonal skills and the ability to build relationships with internal and external partners including the public, artists, curators, speakers, academics and suppliers.
- Excellent organisational, event planning and project management skills, supported by relevant software, to deliver multiple projects on time and on budget.
- Experience of working with digital platforms, including social media and online webinars.
- Strong digital literacy, including Microsoft Office, Teams and confidence administering IT and AV equipment, such as iPads, projectors, and sound systems.
- Experience working with ticketing and CRM platforms e.g. Spektrix.

Desirable

- A relevant degree or equivalent qualification.
- Arts/ Heritage/visitor attraction background.
- Interest in and knowledge of art and artists.
- Experience of working with and supporting freelancers and volunteers.
- Experience of recording and/or livestreaming events.

Benefits and Wellbeing Package

Holiday Allowance

- 25 days basic holiday allowance (pro-rata), plus bank holidays¹
- Extra day off each year to celebrate a birthday or other occasion

Pension

- Auto Enrolment scheme. Currently a 4% contribution from Pallant House Gallery, based on whole salary

Travel Support

- Interest free loan scheme for annual season tickets for train travel
- Interest free loan for annual car park permits

Discounts and free offers

- 20% discount in the Pallant House Gallery Restaurant and Café (excluding Saturday)
- 20% discount in Pallant House Gallery Bookshop
- Free admission tickets to the Gallery for family
- Free tickets to Gallery talks and online lectures
- Free copies of the lead exhibition catalogues and Gallery Magazine
- Free Preview tickets for Chichester Festival Theatre (subject to availability)
- Free Art Fund 'Professional Art Pass', giving free or reduced price entry to a range of museums, galleries, and historic places across the UK
- Free admission to other partner organisations with which the Gallery has a current reciprocal arrangement

Health & Wellbeing

- Fresh organic fruit provided weekly in the staff room
- Annual flu jab
- Free sanitary products
- Offer of health and wellbeing related counselling (up to six sessions, subject to the confirmation of the session rate) for staff on request from your line manager

¹ Due to the nature of the Gallery's business, members of the Learning & Public Programme team may be required to work on bank holidays to facilitate events. Where this applies, the individual will be entitled to time off in lieu.

How to apply

Process

Please complete and return the following forms which are available to download our website here: pallant.org.uk/who-we-are/our-people/work-with-us/

- Application form
- Equality and Diversity Monitoring form

The completed forms should be returned by email to humanresources@pallant.org.uk.

If you have any access issues or questions about these forms, please contact humanresources@pallant.org.uk or phone us on 01243 774557.

Deadline for receipt of applications

The deadline for applications is 9am on Monday 16 March 2026.

Acknowledgement of receipt

Email applications will be acknowledged by auto response when we receive them.

Candidates not selected for interview will be informed by email. We regret we cannot enter into correspondence as to the reasons for non-selection.

Interviews

The interview schedule for this post is as follows, although both dates are subject to confirmation:

Interview	Date	Location
1 st interview	Tuesday 24 March	Online
2 nd interviews	Tuesday 31 March	Pallant House Gallery

It may be necessary to amend the published interview dates. If this is the case, we will notify all applicants at the earliest possible opportunity.

If interviews are held on site, the Gallery will offer to reimburse candidates who incur reasonable travel costs on production of a valid receipt or mileage claim².

Overseas applicants

Please note that Pallant House Gallery does not have a license to sponsor VISA applicants. This means we are unable to offer employment to overseas applicants who do not already have the [Right to Work in the UK](#).

² We reserve the right to pay a percentage of a candidate's travel expenses if it is felt that the cost incurred was not reasonable (eg. if the candidate chose to drive when they could have attended their interview on public transport at lower cost).

Equal Opportunities

Pallant House Gallery is an equal opportunities employer and we are committed to promoting a diverse and inclusive workplace. We are keen to ensure that opportunities to work with us are open to everybody and welcome applications from people from all backgrounds.

If you have any questions about application process or need any additional support, please contact humanresources@pallant.org.uk or phone us on 01243 774557.

Applicants with disabilities

We are committed to employing people with disabilities and wish to encourage more applications from people with disabilities.

If you are considered to be disabled under the Equality Act definition³ and have demonstrated that you meet the essential criteria for the post, you will be guaranteed an interview. Please indicate whether you consider yourself to have a disability in the relevant section of the application form, along with any arrangements you would like us to make to assist you if you are called for interview.

Equality and Diversity Monitoring form

The Equality Act 2010 requires us to ensure that we do not unlawfully discriminate against applicants. By completing the Equality and Diversity Monitoring form, you will help us check that we have complied with the law and improve our efforts to diversify our workforce.

Your answers you give will be held as anonymous and confidential data. The information from the forms we receive will be combined and reviewed in aggregate (so that you cannot be identified) and retained for no more than twelve months after the end of the recruitment process.

³ The Equality Act 2010 states that a person has a disability if they *“have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on their ability to do normal daily activities.”*