

House Manager, Two Temple Place

Casual role, hourly rate

Two Temple Place is a magnificent neo-Gothic building owned by charity the Bulldog Trust. We are looking for a House Manager to look after the house during corporate, private and charitable events, from weddings to corporate dinners and filming hires. This important role reports directly to the Head of Events, taking over on-site event management responsibilities in our Grade II listed building once the Head of Events leaves the premises. This casual role would suit someone with a background in event security and who enjoys customer service and will take satisfaction and pride in being a custodian for a dazzling historic building in central London.

Two Temple Place

Two Temple Place is a Grade II listed architectural gem in central London, built in 1895 for William Waldorf Astor, the world's richest man and part of a complex historic dynasty. The building is owned by registered charity The Bulldog Trust, and runs a growing programme of cultural and community events for the public, from full scale exhibitions to workshops and free open days. This is all made possible by a busy calendar of exclusive commercial hire, including corporate dinners, weddings, product launches, receptions and filming.

The role of House Manager is varied and requires a flexible, hands on, proactive approach. For any given event, tasks might include liaising with caterers, production companies, florists, security teams and other suppliers from set up to pack down, ensuring the safe execution of equipment being brought into the building for the preservation of our Grade II listed house, and checking that public areas are impeccably presented. Two Temple Place works with approved suppliers who bring in furniture, equipment and catering, and the House Manager ensures that they work to our quality and safety standards. You are expected to respond to any general maintenance tasks that come up, from changing light bulbs, alerting the cleaner to spillages, or occasional manual labour such as helping move furniture and equipment.

The role also includes maintaining overall security of the house, ensuring a safe environment for all, overseeing hired security personnel, ensuring that no unwanted people enter the building during the event and that all contractors and guests behave in an appropriate manner. In the absence of the Head of Events, the House Manager liaises closely with client and suppliers at the end of the night to ensure that the event has run smoothly and everyone is departed by the agreed times, and checks the house thoroughly before locking up.

Other tasks include being the main onsite First Aider during events, assisting Disabled guests in using the stair-climber, managing the heating and cooling systems, and liaising with contractors and suppliers' staff. The House Manager is responsible for the safe evacuation of Two Temple Place if the fire alarm is activated during an event, and is required to brief all event suppliers on fire evacuation procedures for the house during event set up. Full training will be provided.



The candidate will be:

- Helpful, polite and accommodating to clients at all times
- Proactive in approach, with the ability to solve problems calmly
- Confident working unsupervised
- Confident in dealing with difficult or demanding clients or the occasional intoxicated person
- First Aid trained
- SIA doorman trained
- Able to work late nights, early mornings, occasional weekends and Bank Holidays.

Two Temple Place requires House Managers to be DBS checked and will pay for this as required. The role is paid at an hourly rate of £25ph for weekdays, £30ph for weekends.

Please apply by covering letter of no more than two sides of A4 and a CV, and our Equal Opportunities form to events@twotempleplace.org

