

Events Coordinator at Two Temple Place

Job Description

Two Temple Place Events and Commercial Team is looking for an energetic, attentive and detailed Events Coordinator. You will support a small, friendly, and highly motivated team in the day-to-day administration of a dynamic events department. You'll help deliver a diverse programme of events, from weddings and private celebrations to large-scale corporate events, brand activations and Film & TV productions. This role offers a rare opportunity to gain hands-on experience across both commercial and private hire events.

Job Title: Events Coordinator

Reporting to: Head of Events and Commercial

Working Closely with: Deputy Head of Events, House Manager, Premises Manager

Based at: Two Temple Place, London WC2R 3BD

Contract: Permanent. Holiday entitlement is 25 days pro rata, plus Bank Holidays. We operate a contributory Pension Scheme.

Salary: £30,000

Two Temple Place and the Bulldog Trust

Two Temple Place is a dazzling architectural gem in central London, built in 1895 by William Waldorf Astor and owned by the registered charity The Bulldog Trust. We run a growing year-round programme of community activity, projects and cultural events - including a major annual free exhibition - designed to open our doors more often to more people. To generate the funds for this, we make our beautiful and utterly unique building available for commercial hire. Between the exhibition and year-round programme we welcome over 50,000 visitors in a typical year.

In 2011 we opened to the public with our first free exhibition. The exhibitions at Two Temple Place are designed to highlight the remarkable collections in UK regional museums and galleries, support the development of emerging curators and cultural staff members and act as a hub of our year-round charitable programme. We are currently planning our next exhibition for January – April '26, The Weight of Being. Further information is available on our website: <https://twotempleplace.org/> and in more detail at [2TP-Culture-Community-Report 2024.pdf](#)

Two Temple Place is wholly owned by the Bulldog Trust, Registered Charity No 1123081



The Role

As Events Coordinator, you will join a small, friendly, and highly motivated team, playing a key role in the day-to-day administration of a dynamic events department. We deliver an exciting and diverse programme of venue hire, ranging from weddings and private celebrations to large-scale corporate dinners, product launches, photoshoots, film and TV productions. This is a rare and valuable opportunity to gain hands-on experience across both commercial and private hire events.

You will support the smooth and successful delivery of a wide range of commercial events, consistently demonstrating exceptional customer service and meticulous attention to detail. Working closely with and reporting to the Head of Events, you will contribute to achieving ambitious income targets while ensuring every event is delivered to the highest standard, upholding our reputation for beautifully curated events and premium client experience.

The role also offers the opportunity to engage with our charitable mission. You will collaborate with colleagues to support the use of the building for our cultural events programme, annual exhibition, and initiatives that provide free access for community groups and projects.

This is an exciting junior-level opportunity for someone eager to launch a career in events, offering hands-on experience while gradually taking ownership of select events and client relationships. We are seeking a candidate with strong administrative skills, excellent attention to detail, proven customer service experience, and a genuine enthusiasm for historic buildings and events. We offer valuable exposure to industry networking, and a supportive environment where you can build confidence, develop practical skills, and grow into an event career.

Main Responsibilities

- Provide prompt and efficient response to events enquiries, such as timely and accurate follow-up documents, bespoke hire quotes, supplier information, and diarising client show rounds.
- Conduct client and supplier show rounds of the building.
- Liaise with internal colleagues to identify any diary clashes and work collaboratively with those teams to mitigate any building changes/maintenance that would impact events.
- Responsibility for keeping the event files updated, such as the photo library.
- Communicate with external suppliers to make sure they send through all logistics details in advance of the events and chase commission invoices post-event.
- Support department events' operations as required.
- Co-ordinate calendars and rotas: book external event support staff (security, cleaners, House Managers); compile monthly rotas; liaise with the Facilities Manager and Programme Coordinator to identify events or maintenance that may affect events; update the calendar with changes.

- Keep CRM fully updated in accordance with GDPR legislation and to ensure all event enquiries are entered in a timely and accurate manner.
- Operationally plan and deliver client events to the highest standard.
- To undertake any other required activities in support of and for the wider good of the Trust's activities.

The post-holder will be expected to be proactive to the changing needs of the job, as well as to work flexible hours that may include weekends and Bank Holidays based dependent on events' bookings and the needs of the building. Time Off In Lieu is offered.

Person Specification:

The ideal candidate will have:

- Administrative experience ideally gained in a historic, cultural, or artistic setting with operational experience of delivering a variety of high spec events.
- Experience of being in a front of house role and dealing with the public.
- Highly organised, with the ability to work both on own initiative and as a team player.
- Confidence in talking to clients and suppliers, with strong people skills, and the enthusiasm, resilience and empathy to deal with clients, suppliers and operations teams.
- Demonstrate willingness to work with a wide range of event suppliers, to ensure that operational procedures are carried out to the highest standard.
- IT literacy, including the ability to use Excel and all Microsoft programmes.
- Excellent proof reading and attention to detail.
- A willingness to work flexible hours as required.
- An interest in the charitable objectives of Two Temple Place and a commitment to equality of opportunity.
- Ideally 2-3 years in the events industry

How to Apply

Please choose ONE of the following two ways of applying:

- 1) Send us a covering letter of no more than one side of A4 and CV via the link on our vacancies page, or to rebeccakobus@twotempleplace.org
- 2) Send us your CV and a short video (maximum of 3 minutes) via WeTransfer www.wetransfer.com to rebeccakobus@twotempleplace.org

In either means of application – letter or video – you should outline your interest in Two Temple Place's Events and Commercial department and how your experience makes you suitable for this role.

On receipt of your application, you will receive an Equal Opportunities form by weblink. Please fill this in to complete your application. The form helps us in monitoring how we are reaching applicants. This information is anonymously stored.

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Deadline for applications: 9am on Monday, 2nd of February 2026

First interviews will be held in the week commencing Monday, 9th of February in person at Two Temple Place. We require the post-holder to be available to start the end of March 2026.

Two Temple Place welcomes applications from the widest possible range of people and is keen to encourage interest from candidates from communities that are currently under-represented in the industry. We take this to include people from Diaspora and Global Majority and ethnically diverse, migrant or refugee, LGBTQIA+ and non-binary, neurodivergent, Disabled or health impaired, and unemployed backgrounds, those affected by homelessness, care-leavers, and those who demonstrably identify that they are from a disadvantaged socio-economic background.

We do not require applicants for this role to have a degree.

Please note that as a historic building, there is a short flight of stone steps leading up to our entrance, and wheelchair access to the building can be gained via a stair climber.

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