

## Heritage Open Days

Programme Manager, London

Salary: £25,000

Maternity cover for 6 months



This is an exciting opportunity to get involved in England's largest voluntary cultural event. Organised by the Civic Trust with support from English Heritage, Heritage Open Days celebrates England's architecture and culture by offering free access to properties that are usually closed to the public or normally charge for admission.

Your responsibility will be to oversee the delivery of the annual programme within budget and time, implement the event's marketing communication strategy, including developing the event brand commercially and a new online event directory, writing copy and commissioning artwork, running workshops and liaising with the programme's stakeholders. A highly organised self-starter with excellent communication skills, you will have experience in managing similar high-profile projects, budgets and people in a cultural context. Familiarity with the heritage sector and current policies is essential.

Application packs are available from Mrs Fong McGeorge at [executive@civictrust.org.uk](mailto:executive@civictrust.org.uk) or [www.civictrust.org.uk/about/vacancies.shtml](http://www.civictrust.org.uk/about/vacancies.shtml)

**Closing date: 13 December 2006, 5 pm.**

**Interviews: 19 December 2006**



The Civic Trust is the independent nationwide network dedicated to helping communities make better places in which to live, work, and play.

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