



OLD ROYAL
NAVAL COLLEGE
GREENWICH

RECRUITMENT NOTICE

Event Steward £13.85 ph, variable hours, Permanent

Who we are?

The Old Royal Naval College is one of London's most popular visitor attractions, at the heart of the Maritime Greenwich World Heritage Site, welcoming 1.2m visitors annually. This is a truly exciting time to join the organisation - we are embarking on our most ambitious transformation to become an extraordinary cultural destination. We are doing this by living our values of Bold | Embracing | Imaginative | Resourceful.

The role

The Greenwich Foundation for the Old Royal Naval College is looking to appoint Event Stewards to the Commercial team to support the Commercial team in delivering a five-star visitor experience service by ensuring a warm, engaging welcome, facilitating people to get the best possible experience in their visit. Event Stewards will also work closely with our onsite catering partner to ensure the visitor offer on each event is seamless.

The role includes supervising incoming and outgoing audiences for each event or performance, directing visitors to correct routes for events, signposting to amenities, promoting commercial events by selling walk-up tickets and retail products. Postholders will be required to maintain an up-to-date knowledge of processes, events, offers and retail products to support customer enquiries.

Applicants must be able to demonstrate the following essential requirements:

- Experience of working on public facing or corporate events
- Excellent presentation, communication, listening and interpersonal skills
- An interest in events, theatre, Tourism, history, architecture, art or visitor experience is essential
- Flexibility to work weekends and bank holidays required
- Previous experience in working in a customer service and cash handling position in a theatre, live entertainment or visitor serving organisation is desirable

For the full job description and person specification, please click here [Work with us - Old Royal Naval College](#).

*Applicants should apply by submitting a CV and covering letter (2 pages maximum), outlining how you fulfil the requirements of the person specification. Please send your CV via email or post by the closing date as outlined below, marked **PRIVATE & CONFIDENTIAL** to:*

**HR Department, Greenwich Foundation for the Old Royal Naval College, 2 Cutty Sark
Gardens, Greenwich,
London, SE10 9LW
Email: recruitment@ornc.org**

Closing Date: 12 noon, on Monday, 14 July 2025

The Foundation values diversity and is committed to making appointments on merit by fair and open processes, in accordance with its equal opportunities policy.

Our employees enjoy a generous benefits package