



MINISTRY OF STORIES

## Escape Room - Operations Manager

Ministry of Stories

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Expression of Interest deadline: 5pm, Monday 16th May 2022

If you require a larger format copy of this role description, please contact us at [rob@ministryofstories.org](mailto:rob@ministryofstories.org) or call us on 020 7729 4159.

### About the project:

Ministry of Stories, in partnership with Modern Fables, is transforming our workshop space in Hoxton in Hackney into a professional standard escape room for the summer holidays. Co-created with a group of 11-15 year olds, the 45 minute long experience will take players on a puzzle solving adventure to another world, unfolding a compelling story as they go. We will be inviting local children and their families to come and play.

We're recruiting a freelance **Operations Manager** to facilitate the smooth running of the escape room and ensure that all participants have an enjoyable and safe experience.

### About the role:

#### The Operations Manager will:

- Prepare the space each morning and perform fire and safety checks
- Welcome and support any MoS volunteers
- Set/reset the escape room between sessions
- Give a warm welcome to players (with potential for this to be done in role as a character from the fictional world)
- Operate the game from the control room, providing clues to participants when needed.
- Debrief participants at the end of their session
- In the event of a fire alarm, ensure that participants are safely evacuated from the building

- Troubleshoot technical issues with the puzzles or props where possible
- Communicate with MoS staff when maintenance is required in the rooms or to props and puzzles
- Handle all enquiries relating to bookings and questions about visits to the escape room
- Send booking reminders to participants via email/SMS

## **About You:**

You will:

- Be familiar with good practice relating to health and safety and fire safety
- Be organised and confident operating the escape room game
- Have the technical and practical skills to troubleshoot problems with the puzzles or props
- Offer a warm welcome and great customer service to participants
- Have experience in escape rooms, stage management and/or a relevant customer service role

Desirable:

- Experience working with children, young people and families
- A current first aid qualification

## **Contract terms:**

The contract runs for 6 weeks from **Tuesday 26th July - Saturday 3rd September**.  
40 hrs per week, Tuesday - Saturday.

NB: We will consider splitting the contract between two people. If you would like to be considered for a job share, please indicate your preference and availability (preferably in week-long blocks) when applying.

Successful applicants will need to undergo an enhanced DBS check and receive safeguarding training

## **Fees:**

The total contract fee is **£2,700** (or £450 per week), inclusive of VAT if applicable.

We do not pay travel expenses.

## Next Steps:

To apply, please send us:

- a short expression of interest (no more than one side of A4) that outlines why you are interested in the role, and the skills and experience you bring
- An indication of your preference and availability if you would like to be considered for a job share
- a CV or professional biography
- a completed [diversity monitoring form](#)

Deadline for expressions of interest is **5pm, Monday 16th May 2022**.

Shortlisted candidates will then be invited to interview on Tuesday 24th May at Ministry of Stories (option for online interview if required, but not preferred).

If you would prefer to submit a video rather than a written expression of interest, please contact [rob@ministryofstories.org](mailto:rob@ministryofstories.org) / 020 7729 4159.

## About Ministry of Stories

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**Ministry of Stories** champions the writer in every child.

Co-founded by author Nick Hornby in 2010, we help young people discover their confidence, imagination and potential through the power of their writing. We develop self-respect and communication skills through innovative writing programmes and one-to-one mentoring for children living in under-resourced communities, working in schools, and at our dedicated writing centre in east London. We empower young people to write brighter futures for themselves through the power of their ideas, creativity and imagination.

Inspired by San Francisco's 826 Valencia, you'll find us hidden behind our fantastical shop [Hoxton Street Monster Supplies](#), which has been serving London's monster population (and the occasional human) since 1818. All proceeds from our monstrous offerings such as Cubed Earwax and Thickest Human Snot go back to support our work with young people.

Ministry of Stories, 159 Hoxton Street, London, N1 6PJ

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