

Job Description

Job Title:	Assistant Banqueting Manager
Reports to:	Banqueting Manager
Job Location:	Central London
Start Date:	As soon as possible
Salary	£41,715 per annum (inclusive of service charge & financial award scheme)
Contract Type:	Full time permanent

About BAFTA 195 Piccadilly:

After a multi-million pound investment and a comprehensive, future-focused reimagining, we are proud of the new BAFTA 195 Piccadilly - the renowned home of BAFTA, the British Academy of Film and Television Arts. Housed in an historic Grade II Listed building in the heart of London's West End, BAFTA 195 Piccadilly is a truly world-class space, providing innovative state-of-the-art facilities for all member and event needs, whether live, virtual or hybrid.

Now spread across five floors and with an incredible variety of technologically advanced spaces and theatres, BAFTA 195 Piccadilly is a true reflection of BAFTA - a world-leading independent arts charity supporting, developing and promoting the art forms of the moving image.

Job purpose:

The Assistant Banqueting Manager is responsible for supporting the Banqueting Manager in delivering all events held at BAFTA 195 Piccadilly. This will entail: -

- Taking financial responsibility for all areas of the operation, (this could include creating a budget led rota, stock ordering and management, stocktaking)
- Ensuring guest satisfaction at all times
- Liaising with the Banqueting Manager and Front of House Manager to ensure service standards are always met
- Being a Duty Manager and key holder of BAFTA 195 Piccadilly
- Ensuring maintenance issues are recorded and reported correctly
- Assisting in different front of house areas of the operation when required
- The ability to lead the service teams on the delivery of events
- Ensuring rooms are set to the requirements of the events as per the function sheets

Duties and Responsibilities:

- To be the point of contact in lieu of the Banqueting Manager for all events
- To ensure all BAFTA Piccadilly events are delivered to the highest standards
- To monitor the uniform and grooming standards for BAFTA Piccadilly events staff and ensure all members of the teams adhere to them
- To ensure all seating plans and allergens are served correctly and communicated clearly to the head chef

- Responsible for ensuring waiting staff follow procedures and sop's correctly
- To be a point of call for all staff to ensure all breaks are taken without affecting the service
- To work closely with other BAFTA 195 Piccadilly departments, ensuring good working relationships are developed and maintained
- To ensure all linen is present and correct and in place in time for events
- To work closely, report to and communicate with Banqueting Manager
- To follow health and safety guidelines and allergens requirements
- To manage in lieu of the Banqueting Manager on all security requirements of events
- To ensure service standards are maintained and delivered throughout an event
- To be a point of call for all casual staff
- To ensure all back of house areas are organized, presentable and in line with health and safety requirements

Ideally you will have:

- Experience of running functions and events and managing teams at a high level of service
- A flexible approach to your work and be adaptable within the other front of house areas
- An excellent standard of presentation
- Availability to work a variety of shifts, on any 5 days over a 7 day period, based on a 45 hour week
- Excellent communication skills, both written and verbal
- A working knowledge of both Excel and Word
- An eye for detail
- A passion for hospitality in general

ABOUT BAFTA

BAFTA is a leading arts charity focused on championing creativity, opportunity and social change for all through the transformative power of film, games and television.

BAFTA's Purpose:

Enrich the cultural landscape. Level the playing field. Be progressive. Inspire and celebrate.

BAFTA's Mission:

We champion practitioners in film, games and television, regardless of background and life experience. We provide community for our members and strive for progressive industry and cultural practices. We recognise exceptional storytelling through our awards.

BAFTA's Vision:

People from all backgrounds will have opportunity to thrive in the screen industries, bringing rich, more diverse stories for us to celebrate.

DIVERSITY MONITORING

Our aim is for our staff to be a diverse mix of talented people who want to come and do their best work. BAFTA is committed to increasing diversity, and maintaining an inclusive workplace culture. We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status or whether or not they have a



disability. Please take the time to fill out our [Diversity Monitoring Survey](#). All the information you provide will be anonymous and is not considered with your application.

APPLICATION PROCEDURE

Please apply [here](#) and include a cover letter which in no more than 500 words explains why you think you are suitable for this position, what skills you have to be successful in this role and, in particular, what experience/knowledge you have in relation to the role.

We actively encourage all applicants to share with us how you might perform best throughout the recruitment process, as such should you wish for us to adjust our process in order for you to shine please get in touch: recruitment@bafta.org.