

Job Description

Job Title:	Senior Event Planning Manager
Reports to:	Head of Sales
Job Location:	Central London
Start Date:	ASAP
Salary	£35,000 and performance based bonus
Contract Type:	Full time permanent

About BAFTA 195 Piccadilly

195 Piccadilly - Is BAFTA's headquarters; our venue allows BAFTA to; double its year-round charitable work to find and support new talent across film, games and television; offer essential support to the industry; and ensure that careers in film, games and television are open to all. It will also generate additional income which will be used to expand our learning programmes throughout the UK and globally.

We have just undergone an extensive refurbishment programme and our new and increased space will enable BAFTA to support over 80,000 people to develop a career in the creative industries each year

Here's a quote from - HRH The Duke of Cambridge KG, President of BAFTA

"I am a passionate supporter of BAFTA and I couldn't be more proud of its ambitious plans to dramatically increase the support for new talent over the coming years."

AN OUTSTANDING VENUE IN EVERY WAY

Purpose of the role

The role of the Senior Event Planning Manager is to lead on the organisation of a broad range of events for both private and corporate clients at BAFTA 195 Piccadilly. Being a senior member of the team, the successful candidate will manage and oversee all planning and logistics from the contract stage until the event day. Maximising revenue opportunities; through upselling and working closely with accredited suppliers. This person will have ultimate responsibility for the planning aspects of the department, increasing revenue through suggestive sales and play a key role in implementing process to ensure the success of client events.

Key responsibilities and accountabilities

- Receive and review the client contracts and ensure that upselling opportunities are maximised from contract through to final invoice
- Input into the delivery of the team's annual targets through secondary spends, including food and beverage, technical support and enhancements, and the services of the accredited suppliers;
- Mentor and lead junior members of the team, educating on best practice and their training & development
- Take full accountability for the planning of the departments events
- Run weekly function sheet meetings, being fully conversant with the client's needs, confidently communicating to internal teams the plan and logistics of the event

- Plan live, hybrid and virtual events for a broad range of clients including corporates, luxury brands and high-net-worth private individuals, creating events and experiences that truly reflect the BAFTA brand and exceed client expectations
- Lead on the tasting process and ensure the client experience exceeds expectations and generates upselling opportunities
- Work closely with the Senior Sales Manager and Operations Team, including the Head Chef, Banqueting Manager and Technical support to ensure that all operational requirements and arrangements are in place for each event and all upselling opportunities are maximized
- Prepare all event documentation and coordinate with relevant departments and the client to ensure consistent, high-level service
- Build strong client relationships to ensure repeat levels of business are maintained
- Manage multiple projects simultaneously, working to strict deadlines
- Propose resolutions to any challenges promptly and proactively and maintain a solutions-based approach
- Ensure post-event evaluation is undertaken (including data entry and analysis and producing reports)
- Represent the venue at showcase events and exhibitions and support the team on cultivation events hosted at the venue
- Contribute to the ongoing implementation of the Sales and Marketing Strategy
- Produce regular market reports on current and projected business levels and market trends

Ideally you will have: (short bullets about the experience you expect someone to have)

- Events planning experience within the London market and a proven track record in the delivery of sales targets
- Excellent time management and organisational skills
- Line management experience and a background of leading a team to success
- An active interest in monitoring industry trends and other events to inspire new ways to improve our event delivery
- Knowledge of Salesforce/Delphi – an advantage
- Passion for the events industry and an enthusiastic and proactive approach is a must

Ideally you will be:

- Motivated by meeting and exceeding personal and team sales targets
- Confident, assertive and decisive with a strong operational mind-set
- Able to absorb, process and retain large amounts of information
- Able to become fully conversant with the technical capabilities of the building
- Flexible in working hours, to accommodate client events and occasional weekend working



ABOUT BAFTA

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

BAFTA's Vision:

Bringing the transformative power of Film, Games and Television to everyone.

BAFTA's aims: to champion the art and the craft, champion talent and champion the industry environment by:

- identifying and celebrating industry practice deemed exceptional by peer review, thereby elevating the art and craft of film, games and TV;
- providing talent with recognition, inspiration, access and long term support, in particular those under-represented and underprivileged in society;
- enabling a positive and inclusive environment, for an accessible, sustainable and connected industry.

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 **event planning**.

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