

BAFTA 195 PICCADILLY

JOB DESCRIPTION

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| Job Title: | BAFTA 195 Internal Events Manager |
| Department: | 195 Piccadilly Events Department |
| Reporting to: | Head of Sales |
| Salary: | £30,000 |

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 195 Piccadilly is the home of BAFTA, allowing BAFTA, its members and the industry to celebrate, support and nurture the talent within and the new talent to come, it is an award-winning venue for hire that offers outstanding hospitality and a suite of flexible event spaces, which can be crafted to suit any occasion. Recently having undergone extensive refurbishment, it will re-open its doors in November.

Purpose of the role

The role of the BAFTA Internal Events Planning Manager is to support the planning and manage the delivery of a broad range of BAFTA programmed events to be delivered in BAFTA 195 Piccadilly. Tasks will include liaising on diary dates and scheduling, leading on the planning and logistics for BAFTA 195 Piccadilly, advising on set-ups, suppliers, plans and Health and Safety, and being point of contact for BAFTA teams..

A key part of this role will be in supporting the strategic work within BAFTA's Learning, Inclusion and Talent department, including venue management of their tentpole events and key stakeholder, donor and partner events taking place within BAFTA 195 Piccadilly.

Ideally you will be able to:

- Manage a complex venue diary, ensuring that content and events are sensitively programmed
- Balance core BAFTA programming activities, including complimentary and discounted hires in line with prior agreements/contracts alongside commercial activities
- Receive and review event briefs, client contracts and internal function sheets to ensure delivery needs are met and managed, tracking all activity
- For larger scale internal (i.e. BAFTA run events), where required, managing the venue logistics and production of selected BAFTA events – chairing production meetings, collating information and ensuring all staff are working to agreed policies and procedures
- Work closely with differing BAFTA departments to manage their requirements and use of BAFTA 195 Piccadilly
- Be fully conversant in the venues abilities and build strong relationships with the venue Operations Team, to ensure that all operational requirements and arrangements are in place for each event, acting as a conduit and venue expert for events and programming
- Prepare all event documentation and coordinate with relevant BAFTA departments, and where applicable external partners and representatives to ensure consistent, high-level service

- Manage multiple projects simultaneously, working to strict deadlines and exercising excellent organisational skills
- Propose resolutions to any challenges promptly and proactively and maintain a solutions-based approach
- Be fully conversant with the technical capabilities of the building, staff costs and operational constraints across all spaces
- Ensure post-event evaluation and reconciliation is undertaken (including data entry, analysis and producing reports)
- Where appropriate, support the delivery of the BAFTA 195 Piccadilly team's annual targets through secondary spends, including food and beverage, technical support and enhancements, and the services of the accredited suppliers
- Be flexible in working hours, to accommodate events and weekend working when required

Ideally, you will have

- Events planning experience and a proven track record managing multiple stakeholders
- Confident, assertive and decisive with a strong operational mindset
- Quick to absorb, process and retain large amounts of information
- Excellent time management and organisational skills
- 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

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.