

## Job Description

<b>Job Title:</b>	Event Planning Manager
<b>Reports to:</b>	Senior Event Planning Manager
<b>Job Location:</b>	Central London
<b>Start Date:</b>	ASAP
<b>Salary</b>	£33,000 per annum + discretionary financial award scheme of up to 15%
<b>Contract Type:</b>	Full time permanent - office based 5 days, based on a 45-hour week Monday – Friday with some ability to work from home after full induction and training is complete.

### 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 Prince of Wales, 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

#### Job purpose

The role of the Event Planning Manager is to organise a broad range of events for both private and corporate clients at BAFTA 195 Piccadilly; managing all planning and logistics from the contract stage until the event day and maximising revenue opportunities through upselling and working closely with accredited suppliers.

#### Duties and Responsibilities:

- 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
- Receive and review the client contracts and ensure that upselling opportunities are maximised from contract through to final invoice
- Support 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

- Lead on the tasting process and generate upselling opportunities Meet and exceed personal sales targets
- Work closely with the Senior Event Planning Manager, 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 maximised
- 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 business is maintained
- Manage multiple projects simultaneously, working to strict deadlines
- Propose resolutions to any challenges promptly and proactively and maintain a solutions-based approach
- Be fully conversant with the technical capabilities of the building
- Complete budget management and reconciliation across all events including reporting.
- Ensure post-event evaluation is undertaken (including data entry and analysis and producing reports)
- Be flexible in working hours, to accommodate client events and occasional weekend working
- Represent the venue at showcase events and exhibitions and support the team on cultivation events as required

**Ideally you will have:**

- Experience working in a multi-purpose venue with a proven track record in the delivery of sales targets
- Excellent time management and organisational skills with a background of planning events for up to 250 guests
- 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

**Ideally you will be:**

- Confident, assertive and decisive with a strong operational and commercial mind-set
- Quick to absorb, process and retain large amounts of information
- Passionate about the events industry, an enthusiastic and proactive approach is a must



## **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, an example of successful sales campaign you have managed end to end.

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