



Job Description	
Job Title:	Events Producer
Reports to:	Head of Events
Job Location:	You must be able to work in the London office 60% of your time
Start Date:	ASAP
Salary	£40k
Contract Type:	Permanent

#### Job Purpose:

To play a pivotal role in the production of BAFTA's high profile events portfolio.

Be the lead producer on events programmed by Learning, Inclusion and talent and delivered by the Events Team

Assist the Head of Events on all aspects of the planning and execution of BAFTA events.

Working alongside internal and external stakeholders to produce high standard events.

Projects may include, but not be limited to award ceremonies, Learning and new talent events; film screenings, press events, conferences, gala dinners, corporate events and hospitality.

Play a fundamental part in pushing out the BAFTA event's arm across the organisation.

#### Key responsibilities and accountabilities

##### Logistics

- Construct and develop new event concepts for BAFTA.
- Research, plan, organise, deliver and review BAFTA's event portfolio.
- Liaise with in house production team or project manage external production companies
- Design and deliver hybrid or virtual elements of our events in close collaboration with internal teams such as LIT, Productions, Awards.
- Design and deliver creative pitches for new events
- Be the designated project lead on events ensuring the event is delivered to a high standard and to budget. Championing the BAFTA Gold Standard by ensuring a thought through and well executed guest journey is delivered for every event.
- Complete the event templates and follow internal procedures for your events
- Chair event logistics meetings and act as a second point of contact for the Head of Events
- Draft and distribute communication about the events to internal and external stakeholders.



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- Oversee the accreditation process for all the awards.
- Scope out new suppliers and share with teams.
- Organise catering requirements for own events and oversee Event Coordinator's catering planning.
- Attend tastings.
- Source, brief, proof read and sign off event collateral.
- Manage security companies and venue security to ensure safety of staff and guests is diligently thought through and delivered.
- Liaise with venues and ensure their requirements and deadlines are met.
- Ensure that disability access requirements have been considered and thought through plans are put in place.
- Attend Event Liaison Meetings (ELT) and act as Event lead in BAFTA's emergency procedures on the event day.
- Ensure that partners contract deliverables are met on events by liaising with partnership managers and external partners where necessary.
- Liaise with partners to manage brand activations, product placement and arranging the logistics involved in making these happen on site.
- Ensure all press and broadcasters' requirements are met.
- Work with production companies and deliver the information they need on time.
- Attend debrief meetings.
- Be onsite at events and act as key contact for venues, suppliers and production companies.

## **Creative Production**

- Lead the creative process for projects and internal pitches
- Design the creative production of events to include catering, theming, design, branding, layouts, furniture, props, format etc.

## **Finance**

- Budget formation and management for up to £1.5million.
- Always having one eye on the budget and keeping it on track and on budget.
- Negotiating on costs.
- Issue all PO's using the finance database as instructed.
- Ensure all events have adequate insurance in place.
- Process invoices in line with the finance processes.
- Review contracts before passing to Head of Events for sign off.

## **Health and Safety**

- Ensure that consideration to Health and safety is at forefront of all events.
- Carry out risk assessments and produce health and safety documentation.
- Ensure suppliers have supplied all correct health and safety documentation for all events.
- Ensure First Aid provision is made for all events.
- Ensure security provision is booked for events.
- Ensure health and safety consultants are booked for events.

## **People**

195 Piccadilly, London W1J 9LN  
T +44 (0)20 7733 0022 E info@bafta.org  
www.bafta.org

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- Line manage the Event Coordinator and work with the Head of Events to allocate projects and workflow.
- Take on an advisory role to colleagues at BAFTA who are hosting events and chair event drop ins.
- Ensure the logistical needs of the headline sponsors are met
- Manage activation of freelance employment contracts.

## **Policies**

- Adhere to BAFTA's policies such as sustainability and Diversity and Inclusion
- Ensure all event suppliers comply with the sustainability policy, Albert certification and the green memo and communicating this to all venues and suppliers.

## **Self-development**

- Further one's knowledge of the industry and keep up to date on with what else is out there and share with the team.
- Hold a First Aid at work certificate

## **Ideally you will have**

- Expert knowledge of producing high profile complex events
- Experience of leading on events and bringing suppliers together. Expert knowledge of running large scale event
- Experience of managing hybrid or virtual events as well as live events
- Substantial experience in both event management and high profile media events
- Excellent organisational, interpersonal and multi-tasking skills
- Commercial awareness for budget creation and management and experience of managing budgets of £300k+
- Well versed in being able to highlight possible risks and solutions on events.
- Strong stakeholder management skills - especially handling conflicting priorities.
- Experience of liaising with press and media teams.
- Excellent project management skills.
- Experience of communicating effectively to internal / external stakeholders and briefing senior colleagues.
- Commercially minded, with the ability to consider partnership growth and business development.
- Good written and verbal communication skills.
- Excellent time management skills and ability to manage workload to meet project deadlines.
- Knowledge of event collateral materials and printing methods.
- Experience of working on broadcast events (desirable).



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## Ideally you will be

- A champion of BAFTA's core values
- Keep informed about the Games, Film and Television industry and take an active interest in these areas. Along with wider events industry trends.
- Collaborate well & build internal and external relationships.
- Understand the ramifications of change and what that will mean internally and externally to the project delivery.
- Having a meticulous eye for detail and being a strong proof reader.
- A proactive thinker as well as reactive doer.
- First Aid Trained.
- Be accepting of travel, weekend and evening work.

## 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:**

*We inspire new and unheard voices to become the future of the Film, Games and Television industries, we support talented people from all backgrounds to help them achieve their potential, we advocate progressive industry and cultural change, and we amplify and celebrate excellence across the screen industries*

**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 of managing live and hybrid events.

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