

Job Description

Job Title:	Event Planning Manager
Reports to:	Senior Event Planning Manager
Job Location:	Central London
Start Date:	ASAP
Salary	£39,140 total package per annum gross (inclusive of basic + 15% financial reward scheme based on achieving targets)
Contract Type:	Full time permanent - office based 5 days, based on a 40-hour week Monday – Friday with some ability to work from home after full induction and training is complete.

About BAFTA 195 Piccadilly

BAFTA 195 Piccadilly is the headquarters and cultural hub of BAFTA - the British Academy of Film and Television Arts - a world-leading independent arts charity.

In addition to Awards ceremonies, BAFTA has a year-round, international programme of learning events and initiatives that offers access to the world's most inspiring talent through workshops, masterclasses, lectures, scholarships and mentoring in the UK, USA and Asia. Our venue plays host to a wide reaching programme to support the charities activities whilst also generating income through commercial hires of our fantastic event spaces.

Following an extensive refurbishment programme 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."

Housed in a 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 clients event needs.

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 Executive 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)
- Represent the venue at showcase events and exhibitions and support the team on cultivation events as required

Ideally you will have:

- At least 2 years 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 of circa 200 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:

- Detail orientated with the ability to manage multiple tasks and priorities
- Confident, assertive and decisive with a strong operational and commercial mind-set
- A tenacious team player used to working in a fast paced environment
- An excellent communicator, with the ability to build strong relationships with both internal and external stakeholders
- Quick to absorb, process and retain large amounts of information

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 event planning.

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