

EVENTS PRODUCER

JOB TITLE: Events Producer

HOURS: Flexible, typically 2 days a week with the need for this to be increased at busier times

HIRE BASIS: Will consider employed contract and freelance appointments

SALARY: Between £38,000 and £40,000 on an employed basis or freelance equivalent

RESPONSIBLE TO: Head of Marketing and Communications

DIRECT REPORTS: None

HOLIDAY: 25 days Annual Leave entitlement for a 12 month period (pro rata, for employed)

This is a fixed-term role for a period of 8 to maximum 12 months to cover changes in department due to maternity leave.

ABOUT BAKER STREET QUARTER PARTNERSHIP: We are the Business Improvement District (BID) for the Baker Street area of Marylebone – well known as a desirable location and a key commercial district in London’s West End – as well as for a certain Mr Holmes. Our work is far reaching to ensure this vibrant area is a great place to work, live and visit. We are funded and directed by the larger businesses and property owners in the area and are not for profit, with everything we do focused on the betterment of the area.

We are looking for a creative, experienced and organised events professional who enjoys a challenge and wants to make a difference. You will be creating and implementing our full events programme with a broad range of responsibilities and scope for developing new activities.

JOB PURPOSE:

To develop and manage all public and member events from concept to delivery, through to evaluation.

JOB PROFILE:

Your work would typically involve:

- Working closely with the Head of Marketing and Communications to ensure the development of the events strategy aligns closely with organisational delivery plan and KPI's
- Taking ownership of all events (virtual and in person) from planning through to delivery, including food markets, Summer Festival, Christmas Lights, Member Events, Social and Wellbeing activities, training courses and Pop-up Activations
- Managing look and feel of all events
- Researching and sourcing training companies, practitioners, artists and specialists for the programme
- Annual events timeline planning
- Sourcing suitable venues and platforms for events depending on format
- Managing and proactively seeking our relationships with local venues, hosts, suppliers, members and businesses
- Managing associated budgets
- Negotiating contracts with suppliers ensuring best value for money
- Responsibility for supplier delivery against contract terms, and ensuring service level agreements are in place
- Overseeing all event logistics
- Overseeing practicalities and legalities including H&S, Risk Assessments including covid assessments, as appropriate
- Managing administration and event assistant on event related tasks
- Undertaking evaluation of activities and implementing changes as required
- Providing content for event communications
- Presenting new opportunities to work with regional/national partners to Head of Marcomms
- Present updates and plans to our Boards and groups
- To support the wider MarComms department as needed

- To undertake such other duties commensurate with your position, and / or hours of work, as may reasonably be required.

SKILLS REQUIRED:

Essential

- Educated to degree level or equivalent experience
- Minimum 5 years of leading on and producing events
- Ability to manage multiple events and projects simultaneously
- Excellent organisational and project management skills and attention to detail
- Excellent communication skills which you are able to adapt according to audience
- Comfortable under pressure and with changing priorities
- Ability to work to tight deadlines whilst ensuring a high standard of work
- A proactive approach and ability to think creatively
- Proven problem-solving skills
- Health and Safety and risk management knowledge
- Ability to work independently as well as within a team environment
- Strong budget management and reporting experience
- Contract negotiation
- Managing suppliers, event venues

Desirable

- Event management training
- Project management qualification

TIMESCALE:

Closing date for applications **Friday 3 September**

Desired start date: mid-September ad hoc to shadow events with an official start date 8 November.

Application by cover letter and CV to recruit@bakerstreetq.co.uk

Any queries or requests for further information should be directed to Jenny George via recruit@bakerstreetq.co.uk