

## **EVENTS MANAGER**

**REPORTING TO: DIRECTOR OF MARKETING AND EXTERNAL RELATIONS**

**LOCATION: BEACONSFIELD**

**Purpose of role:**

To plan, implement and report on a range of events for the NFTS throughout the year including the annual Fundraising Gala, Graduate Showcase, Graduation Ceremony, NFTS Cinema Club, Alumni networking events, and Alumni Party

**CORE DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

**Events Management (Fundraising Event)**

1. Organisation and events management of high-profile Fundraising Gala
  - Responsible for operational implementation of the event
  - Full budgetary responsibility including tracking and managing all table payments, auction payments and donations pre and post-event
  - Negotiation and agreement of venue and supplier contracts
  - Brief and ongoing management of external design agency
  - Ongoing liaison with Management, HoDs and key stakeholders, including organising regular meetings of the Gala Committee
  - Ongoing liaison with external suppliers including venue, caterers, entertainment and other contractors regarding all event logistics
  - Track and keep a record of table selling activities
  - Ongoing liaison with donors and other external stakeholders at the highest level regarding table bookings and auction prizes

**Events Management (Non-Fundraising Events)**

2. Organisation and events management of the annual NFTS Graduate Showcase (inc. Screenings, Drinks Receptions and Graduation Ceremony) this includes:
  - Responsible for operational implementation of the event
  - Booking venue and managing contract and invoice payments
  - Full budgetary responsibility of The NFTS Graduate Showcase screenings
  - Communication with and organisation of graduands in preparation for Showcase
  - Ongoing liaison with the venue, caterers and all other external contractors in relation to the event
  - Work with the Director of the NFTS and the Director of Marketing & External Relations on the programme of the Showcase
  - Brief and ongoing management of the internal and external design agency
  - Onsite Event Management of the Graduate Showcase, including management of front of house (NFTS staff and venue staff) and back of house (technical team, speakers, VIP guests)
  - Management of the [meetthegrad@nfts.co.uk](mailto:meetthegrad@nfts.co.uk) email address to enable industry connections

## **Other Events and tasks**

3. Organisation and events management of other graduation events (such as Casting), Alumni networking events, annual Camp NFTS, the NFTS Cinema Club and Alumni Party including;
  - booking and contracting venue, briefing the NFTS Web Design & Publications Manager on the invitation content and design, sending invitations and regular follow-ups, managing RSVPs, managing full event logistics before and at the event, full post-event reconciliation and evaluation.
  - Budgetary responsibilities for all other events
  - Oversee the organisation of the weekly NFTS Cinema Club screenings
  - Organise the annual lectures like the Colin Young Emeritus Lecture
  - Management of the NFTS Industry Contacts database
  - Management of the Fellowship wall at the NFTS and the “Name a Seat” prize – engraved plaque
  - Any other duties reasonably associated with the post

## **Person Specification**

### Essential

- Extensive experience of event management.
- Highly developed organisational skills.
- Ability to organise multiple events simultaneously – delivering on time and on budget
- Excellent communication and influencing skills.
- Comfortable dealing with senior stakeholders.
- Excellent attention to detail with strong financial planning experience.
- Clear commitment to working as a team player.
- Self-starter who is comfortable managing multiple tasks.
- An outgoing personality, with a confident and positive attitude.

### Desirable

- Experience of working in Higher Education and of working with students and alumni.
- Driving licence.