**Advert wording:**

**Vacancy Details**

**Job Title:**       Events Producer (External Engagements and Major Events)

**Contract:**         Permanent, 0.7 FTE (24.5 hours per week – times and days will vary)

**Salary/Benefits:** Grade 5, Pro rata of £34,861 - £36,696 per annum (dependent on experience), plus a comprehensive employee benefits package

**Location:** Covent Garden, London WC2H 9UB (some remote working will be required)

Job Summary

We are currently seeking an Events Producer to join our Marketing team. This is a new opportunity for an enthusiastic individual to work in a specialist function alongside filmmakers and higher education professionals.

The successful candidate will work to develop concepts, create, and implement a programme of events that helps the film school to meet its brand objectives. They will curate, plan, execute, and manage a range of large-scale and smaller events within their designated portfolio including the annual Graduate Showcase, LFS LIVE and LFS Masterclasses. During the initial stages of the event, the Event Producer leads on ideation, and collaborates with key stakeholders, including the Head of Studies, to generate concepts, brainstorm ideas and lead on key event working groups. They will also review and edit event proposals from other team members.

The post-holder will also be responsible for arranging events logistics; writing events materials, maintaining a robust database of key participants and collaborate with the Marketing Manager on reporting to internal stakeholders.

The Events Producer needs high organisation and interpersonal skills and thrives in a fast-paced environment. They will plan and organise regular and one-off key events, both online and in person once lockdown has been lifted. They areresponsible for running the event and ensuring the message of the event is marketed properly and the target audience is engaged.

You will have event development and management experience with demonstrable results and of managing complex institutional arrangements, stakeholders, and benefactors. This position requires an excellent organiser who can work both as part of a team as well as independently. You will manage the whole process from the planning stage, right through to running the event and carrying out the post-event evaluation. The role is primarily hands-on and often involves working as part of a team.

Confident writing skills, with attention to detail combined with fluency in English is essential. You must be flexible, able to adapt to changing environments, deal with demanding requests and have the ability to build relationships with a wide variety of internal and external stakeholders.  You will also be proficient in building effective working relationships with people at all levels of an organisation. Evening and weekend work will be required.

For further details about the role please visit our website <https://lfs.org.uk/who-we-are/jobs-at-lfs> where you can download a copy of the job description, person specification, our application form and equal opportunities monitoring form.

We offer a highly competitive staff benefits package including 30 days leave per annum (pro rata for part-time staff), employer matched contributory pension scheme (4%), season ticket and hardship loan schemes, up to 18 days professional development leave per academic year (pro rata for part-time staff), cycle to work scheme and Employee Assistance Programme.

How to apply

To apply, please download and complete an anonymous application form plus the Equalities monitoring form, and email it to recruitment@lfs.org.uk by 9am on 30 June 2021.

We will interview on either 07 or 08 July 2021.

**Applicants must be able to provide proof of their ongoing right to live and work in the UK.**

LFS is an equal opportunities employer.

**Whilst all applicants will be judged on merit alone, we especially encourage applications from people who identify as disabled and/or identify as LGBTQIA, black, Asian or are from minority ethnic backgrounds as these groups are under-represented at all levels of staff at LFS.**

NO AGENCIES PLEASE

We reserve the right to close this advert as soon as sufficient applications are received, therefore candidates are advised to submit their application as soon as possible.

London Film School (LFS) is internationally celebrated for its commitment to film, craft excellence, innovation and creative freedom. The School is consistently rated as one of the top international film schools, most recently named in The Hollywood Reporter Top Film Schools 2020.