**JOB DESCRIPTION**

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

**Reports To:** Head of Marketing and Student Recruitment

**Line Manages:** Students during events

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

**Grade:** Grade 5  **Last Updated**: June 2021

**Job Summary**

Develop concepts, create, and implement a programme of events that helps the film school to meet its brand objectives. Curate, plan, execute, and manage a range of large-scale and smaller events in the UK and abroad within their designated portfolio including but not limited to the following:

1. School-wide anniversaries such as 65th Anniversary, annual Graduate Showcase
2. Develop a new strand of public-facing events to raise the brand to key influencers.
3. Post-pandemic: School Tours (Fortnightly), Open days and evenings (three termly), coordinate interview recordings of high-profile guests, future philanthropic events.

**Main Responsibilities**

* Lead on event concepts and ideation, collaborate with colleagues including Board members to implement a programme of external facing events which raises the LFS brand.

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| * Be the Lead Producer on a range of event projects, setting objectives for the events and making decisions which impact on the organisation’s reputation.
* Take the lead on end-to-end delivery of complex communication projects.
* Lead the design process and the development of creative solutions for live events including managing stakeholders, liaising across internal teams to find out exact event requirements and enabling them to come to fruition.
* Motivate and lead others to devise and deliver original ideas and enable exceptional event experience for guests, therefore strengthening brand perception.
* Review and edit event proposals from other team members.
* Be responsible for the financial management of projects and project reporting.
* Make important decisions and be confident to challenge and direct others with no supervision.
* Research venues, suppliers, and contractors, negotiating prices and hire.
* Manage all pre-event planning, including liaising with guest speakers, internal and external vendors, suppliers, and crew and prepare draft collateral if required.
* Produce detailed plans for events; timeline, venues, suppliers, legal obligations, staffing, budgets, assets, run sheets.
* Be responsible for the coordination of suppliers and event logistics; venue, catering, travel as per LFS policies.
* Liaise with the Marketing and Senior Communications Managers to publicise and/or arrange media presence, guest list, record interviews if required, promote, and measure the success of events.
* Supervise employed students when required, ensuring they receive their training, register with Finance and HR prior and receive full briefing to working on events.
* Ensure that insurance, legal, health and safety obligations are followed.
* Coordinate queries and troubleshoot on the day of the event to ensure all runs smoothly and to budget.
* Oversee all production and technical aspects of an event, from directing production staff to testing equipment to managing the control room at the larger events. Ensure the set-up and working order of all audio-visual equipment and work closely with key staff to implement the event vision.
* Ensure any dismantling and removal of assets at event sites.
* Work with the Marketing Manager for post-event evaluation to inform future events.
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| **General responsibilities applicable to all LFS staff** |
| * Understand and support the vision, mission, and values of LFS.
* Ensure Diversity and Inclusion is at the forefront of your thinking when undertaking your responsibilities at LFS.
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| * Maintain awareness of your own and others’ Health and Safety, and comply with the LFS’s Health and Safety policy;
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| * Take appropriate responsibility for records held, created, or used as part of your work for the LFS (paper-based and electronic) as per the relevant data protection regulations.
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| * Encourage team working and effective communication with colleagues;
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| * Act as a representative of the LFS and deal with LFS students, stakeholders, and the public in a professional manner at all times;
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| * Comply with LFS financial policies and practices as applicable.
* Commit to and undertake continuous personal and professional development;
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| * Undertake other duties as may be reasonably requested of your post.
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This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.

**Person Specification**

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| **Skills, experience, and knowledge** | **Essential (E)****Desirable (D)** |
| Expert knowledge of the screen industries and experience of leading screen industry events. | E |
| Several years’ experience in a similar position. | E |
| Experience of managing a wide range of stakeholders. | E |
| Core production skills across a wide set of competencies (technical and creative). | E |
| Proven capability to lead organisation-wide projects with strong project management skills. | E |
| A creative and analytical thinker with the courage to challenge and innovate | E |
| Highly organised with the ability to prioritise many different simultaneous tasks.  | E |
| Able to present and communicate information, verbally and in writing, in a clear and concise manner, with excellent attention to detail.  | E |
| Effective and persuasive communications skills with the ability to communicate with a range of clients and stakeholders. | E |
| Excellent interpersonal skills with proven ability to work collaboratively. | E |
| Able to use common sense, initiative, pragmatic solutions, seek improvements, and adapt. | E |
| Eye for design to implement the visual aspects of an event.  | E |
| Experience of setting and managing project timelines through different departments. | E |
| Experience of Events debrief and evaluation. | E |
| Planning and organising production schedules and all other relevant paperwork. | E |
| A firm decision maker and capable of directing others and implementing projects with little to no supervisions. | E |
| Working knowledge of Microsoft Office, with a willingness to learn and use new systems. | E |
| Experience of working for a not-for-profit/higher education organisation. | D |
| Proven experience working in arts/film/TV environment. | E |
| Willingness to work flexibly, including evening and weekend hours, plus UK and overseas travel (TOIL may be accrued for additional hours worked). | E |
| Positive “can do” approach and willingness to support others where needed. | E |
| Flexible and helpful attitude. | E |
| Comfortable working as part of a small team with minimal supervision. | E |

**LFS is an Equal Opportunities Employer**

Please refer to LFS Privacy Policies (<http://lfs.org.uk/privacy-policies>) for details of the personal data that LFS holds and processes about staff, contractors, and job candidates.

**Expectations of all staff**

Professional standards

All staff employed by LFS are expected to exhibit high professional standards which promote and demonstrate the School’s core values of Creativity, Collaboration, Community, Quality and Professional Practice.

Equal Opportunities

All staff are expected to understand and enact the School’s commitment to ensuring equality and diversity in all activities. This commitment is enshrined in the Equality Statement and core values.

Dignity at work

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect. The School is committed to creating a work environment for all staff that is free from harassment, intimidation, and any other forms of bullying at work, where everyone is treated with dignity, respect, and professional courtesy.

Health and safety

The arrangements for meeting the School’s health and safety objectives are contained in the LFS Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the School. All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

Citizenship

All staff are expected to adhere to good citizenship, being generous with help and support to others, collaborating with colleagues and working for the benefit of the School as a whole. In particular working to provide a positive student experience and achieving excellence in all the School’s activities.

Our commitment

We are committed to diversity and inclusion and welcome applications from all individuals regardless of personal characteristic(s) or background.

To fully embed effective equality, diversity and inclusive practices, we are working towards removing all barriers that staff, applicants and students may experience from underrepresented groups.

Please be assured that we will protect your privacy and the information provided on the monitoring form. No information is shared if there is a risk of identification.

Benefits

As a member of staff at LFS, you receive more than just your basic salary there are other significant contributions to your financial security in the form of your benefits package.

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| Annual Leave | In addition to the statutory bank holidays, all full-time role holders are entitled to 30 working days per annual leave year [01 September to 31 August].  |
| Pension | Upon completion of the applicable probation period staff are enrolled into the People’s Pension Scheme which includes matched giving up to 4% of salary. |
| Staff Development | LFS has an appraisal scheme in place that aims to provide a focussed, evaluative review of employee performance against agreed objectives. The appraisal process is used as an opportunity for individuals to discuss training and development needs with their line manager. |
| Cycle to work scheme | If you like to cycle to work, you are in luck. We operate the Cycle to Work salary sacrifice scheme which makes it easier to afford your new set of wheels. |
| Your Wellbeing | We provide access to our Employee Assistance Programme which will give you access to confidential counselling and an online support service designed to help maintain your work/ life balance. This includes advice on mental wellbeing, lifestyle, family support and money issues. |
| Staff Loan | Upon completion of the applicable probation period staff are eligible for an interest free staff loan. |

**How to apply**

If you would like to make an application for this role, please send your application and monitoring form to: recruitment@lfs.org.uk by 9am on Wednesday 30 June 2021.

We aim to shortlist all applications within 2 weeks of the advert closing date. If you do not hear from us within this time, please assume that your application has been unsuccessful.

**Appointment process**

After applications have been assessed against the criteria, we will interview all shortlisted candidates on 07/ 08 July 2021.

A formal offer will be made to the successful applicant, subject to satisfactory references and evidence of your eligibility to work in the UK [either in the form of your passport/British Residency Card or other documentation following a UK Visa and Immigration process]. If you are successful in your application, we would like you to join us as soon as possible although we appreciate this will be subject to your contractual notice period. Please note that we currently do not reimburse travel expenses.