

Senior Events Manager
Development Department
Salary £31,000 per annum
Temporary maternity cover contract – approx. 12 months

The Royal Academy of Arts is one of the UK's leading arts institutions, dedicated to the making, exhibiting and debating of art. We now have an exciting opportunity for an exceptional individual to join the Events Team.

The Royal Academy's Events Team organises a very busy programme throughout the year of over 200 fundraising, internal and corporate events. This role will predominantly work on the Royal Academy's internal events programme, including major fundraisers, opening receptions and lenders dinners, to a high standard whilst achieving income targets.

The successful candidate will possess significant event organisation experience ideally in a historic, venue environment. Resourceful, energetic and well presented, they will be creative, supremely organised, with razor sharp attention to detail. Most importantly they will demonstrate a warm, friendly and engaging manner. A strong team player, they will have a flexible approach to working extended hours to cover breakfast, evening events and occasional weekends.

The work will entail a significant amount of self-administration, answering enquiries about events, managing mailings, and putting together event schedules. . The successful candidate will need strong interpersonal and IT skills, and be able to demonstrate a genuine interest in the visual arts.

You must fill in an application form to apply for this role. Please see the 'How to apply' section of our website <http://www.royalacademy.org.uk/careers-at-the-ra>

Closing date for applications: 30 April 2014
Interviews will be held: 13 May 2014

JOB DESCRIPTION

JOB: Senior Events Manager

DEPARTMENT: Development

Reports to: Head of Events

MAIN OBJECTIVES

- To plan and deliver assigned Royal Academy Events and to promote the Royal Academy. All Academy events have to be managed to a standard commensurate with its standing and reputation, on budget and, where applicable, to achieve maximum potential income.
- To line manage assigned members of the Events Team.
- To plan and deliver assigned Royal Academy Events (Major Fundraising Events, Opening receptions, dinners, breakfasts etc) to a high standard and on budget.
- To work with and manage Senior Volunteers and Events Committees to develop, plan and deliver major fundraising events, achieving income targets in conjunction with the Head of Events.
- To contribute to the Events policy development, consultation and communication and to contribute to strategic planning for the Development Department.
- To work closely with other senior staff to ensure the success of the Events Team.

MAIN DUTIES

- Take responsibility for the planning, management and delivery of the RA Events programme assigned by Head of Events which will include Fundraisers/Opening Receptions/Lenders Dinners and other Academy events.
- Monitor and forecast budget and report as required. Seek quotes and costings as well as working closely with Finance on the invoicing process.
- Contribute to the events planning in support of Academy Events and promotional objectives of the Royal Academy. Suggest ideas, supply relevant information – including surveying potential suppliers, gathering information about events held by others.
- Manage and direct the work of assigned members of the Events Team: set/delegate tasks/projects, discuss and agree targets and standards of performance, resolve difficulties and answer queries as they arise, appraise and evaluate performance of team members on a regular basis.

- Organise and arrange each event within portfolio against set targets and objectives.
- Ensures all necessary records, documentation and correspondence is maintained and undertaken project by project - devise timetables, schedules and summaries for each event and maintain debriefs and event reports for each event within portfolio. Suggest changes and improvements to systems to raise efficiency and encourage good communications.
- Ensure the proper use of 'Raisers Edge' database and other computerised systems, as appropriate. Generated statistical information as required.
- Represent the team internally attending meetings as requested and articulate needs, concerns and challenges, negotiating internal solutions to possible problems.
- Develop good working relationship with internal and external clients (individuals and organisations/companies) in order to secure support for events.
- Oversee work and product of external suppliers. Develop and maintains good working relationships, establish high standards and resolve difficulties and problems as they arise. Negotiates best prices, special deals, packages, etc; operate tendering process where appropriate to secure value for money.
- Network among other Event professionals and Charities to keep fully abreast of the events market place and competition.
- Keep fully abreast of Health and Safety, VAT and Gift Aid legislation as it affects events delivery and the finances of events.
- Undertakes any other duty which may reasonably be allocated by the Head of Events, Deputy Director of Development or other senior staff.

PERSON SPECIFICATION

EXPERIENCE

- Experience of event organisation and event co-ordination
- Experience of working with event suppliers
- Experience of working within set budgets and meeting income and expenditure targets
- Experience of managing major fundraising events
- Experience of working within a historic (listed) building

SKILLS

- Strong project management and organisational skills with meticulous attention to detail
- Ability to co-ordinate many details, information, requirements to deadlines
- An effective networker, with a talent for identifying commercial and fundraising opportunities
- Able to pre-empt problems, find solutions and plan in advance. Ability to respond quickly to challenges

KNOWLEDGE

- Excellent IT skills – preferably MS Office and Raiser's Edge database
- Demonstrate a genuine interest in the visual arts

PERSONAL QUALITIES

- Strong commercial acumen, persuasive, with demonstrable negotiation skills
- Genuinely interested in people with first class people skills, able to build rapport and forge strong professional relationships
- Flexible approach to work, willing to regularly work outside office hours in order to cover morning, evening and weekend events
- Smart appearance, a sunny disposition and a confident manner