

Job Vacancy Women in Film and Television (UK) Ltd.



Job Title: Events Producer
Reporting to: CEO
Contract: Full-time
Start Date: Immediately
Salary: c £26k per annum depending on experience
Location: Soho, London

About WFTV and this role

Women in Film & TV (UK) is the leading membership organisation for women working in creative media in the UK, and part of an international network of over 10,000 women worldwide. Members of our organisation come from a broad range of professions spanning the entire creative media industry.

We produce a variety of events throughout the year, present a glamorous awards ceremony every December, and run a mentoring programme for women in the industry. We also host networking evenings, collaborate with industry bodies on research projects and lobby for women's interests.

The organisation now has well over 1,000 members and has enjoyed five years of development and growth. We are looking for an event producer to join our small, hard-working team and manage our extensive, year-round events programme, including producing our showcase annual event, The Sky WFTV Awards. This role will suit an ambitious, conscientious professional who is looking to build upon existing event production experience and expand their skills and level of responsibility.

Key responsibilities include, but are not limited to:

Events

- Manage the WFTV events schedule and coordinate volunteer producers
- Devise and plan original events with partner organisations
- Develop new relationships with potential partners
- Source and book venues and arrange all production elements
- Write and edit copy for events and promote online
- Create registration pages on Eventbrite
- Host events as WFTV's representative
- Write and post short reports/feedback from events on the website
- Monitor bookings and attendance
- Manage events budget and report to Finance Committee
- Write events reports for the Board

The annual WFTV Awards Lunch is the largest single event in the WFTV calendar. You would be working directly to CEO Kate Kinninmont and your responsibilities would include, but not

be limited to:

WFTV Awards

- Create and manage Awards budget
- Arrange contracts and invoice sponsors
- Negotiate venue and production company terms
- Manage online nominations process, juries and jury meetings
- Manage promotion and bookings process
- Coordinate all elements of the brochure (including designer, contributors, printer)
- Coordinate all other print materials, including table plans, stationery, guest lists, etc.
- Secure advertising for the brochure
- Oversee production of goody bag, and source gifts
- Manage call sheet and coordinate all contributors
- Liaise with production company on matters ranging from logos to set design
- Liaise with PR company on all press matters
- Manage all production staff and contributors on the day, including presenters
- Produce post-Awards report and complete all post-Awards administration

Skills and Experience

Essential

- At least 2 years' event production experience, preferably in film/TV/media industry
- Highly organised with ability to multi-task, prioritise and plan workload effectively
- Exceptional communication skills, both verbal and written
- Pro-active approach with ability to work on own initiative to come up with ideas and problem-solve.
- Strong attention to detail
- Diplomacy and tact
- Highly computer literate, especially across the Microsoft office suite
- Ability to work within a highly pressurised environment
- Sense of humour

Desirable

- Experience of working on a large event or awards ceremony (500 +)
- Experience of working for a not-for-profit/charity organisation
- A keen interest in the film/TV/media industries.
- Experience in editing websites using WYSIWYG
- Knowledge of Photoshop
- Experience using database programmes

Interested? Please send your CV with a cover letter outlining the skills and experience that make you a suitable candidate for the role to: rebecca@wftv.org.uk.

Deadline: 6:00pm, Friday 15th February | **Interviews:** Wednesday 20th February