

# EVENTS MANAGER

## *Job description*



Reports to: Head of Communications and the CEO.  
Job type: Permanent, full time. Flexible working considered.  
Remuneration: £24-29,000 pa, depending on experience.

## Who we are

The SoA is a trade union for all types of writers, illustrators, broadcasters and literary translators, at all stages of their careers. Our mission is to empower authors by protecting their rights and furthering their interests. We have been advising individuals and speaking out for the profession for more than a century. Members receive unlimited free advice on all aspects of the profession, including confidential clause-by-clause contract vetting, and a wide range of benefits. We also administer many [grants](#) and [prizes](#) that support and celebrate authors at all stages of their careers. [Read more](#)

## The Role

With [70+ events](#) running throughout the year, you'll have the opportunity not only to oversee events from beginning to end, but also to use your creativity to generate concepts and ideas for events large and small. You will be responsible for delivering events ranging from AGMs, conferences and seminars, to networking parties, talks and practical workshops. You will project manage our annual Authors' Awards and Summer party, working closely with our Prizes department. Events take place both in-house and externally in London and throughout the UK.

You will work within our Communications team to manage our events and you'll be the point of contact and marketing support for our local groups, which are run by member-volunteers. You will work closely with our growing outreach team **to develop our events in the regions.**

**As we're in** the process of moving premises to Central London, you'll also have a say in the design and use of our new, larger events space.

This is a fantastic opportunity to join us at an exciting time in our growth and development.

## Responsibilities

As the Event Manager your responsibilities will include, but not be limited to:

- Project-managing all high-profile events including our annual Authors' Awards party, London Book Fair activity and the AGM.
- Organising SoA events from beginning to end, on time and within agreed budgets.
- Generating ideas and concepts to shape events so that they meet strategy objectives and maximise recruitment opportunities.
- Leading monthly events planning meetings and liaising confidently with staff, members, Management Committee and external suppliers.
- Facilitating the events of our five special interest groups: liaising with Group Secretaries over their in-house events and managing the booking process.
- Sourcing and managing venues and third party suppliers.
- Managing the marketing strategy and implementation, using online channels including the website, Eventbrite, Mailchimp and social media channels.
- Writing the events bulletin and events communications to members.
- Maintaining existing and creating new relationships with clients and suppliers.
- Creating and managing budgets, as agreed with the Chief Executive.
- Managing of all logistical aspects of events, from creation through to delivery.
- Sourcing sponsorship and partners for some events.
- Assisting with the social media management of events.
- Co-ordinating with venues and suppliers to ensure smooth execution of events.

- Managing operational and administrative functions within the office to ensure events are delivered efficiently.
- Point of contact for all events enquiries, in particular for our regional groups and local meetings.
- Supporting and managing local group organisers and working closely with our outreach team to promote regional events to the relevant segments of the membership.
- Travelling to venue inspections and project-managing SoA events.
- Ensuring excellent service to members and quality delivery of events.
- Responsible for the evaluation of events, including post-event reports.
- Ensure Health and Safety standards are met and risk assessments are documented.

## Person specification

To be successful in this role you will need:

- Solid experience in event management.
- Excellent project management and organisational skills.
- Creativity and flair in the creation of event concepts through to delivery.
- Confidence in meeting multiple deadlines and completing tasks concurrently.
- Great people and front-of-house skills to manage staff, members and volunteers.
- Strong communication and negotiation skills.
- An innovator with a hands-on approach, strong work ethic and a team player.
- The ability to remain calm under pressure.
- Plenty of initiative, enthusiasm and a flexible approach.

This post requires working outside of normal office hours, usually evenings. We give time off in lieu. You will be based at our offices - currently in South Kensington, we are moving to Bloomsbury from 2019 - although we will consider flexible and some home-based working on request.

If you're an Events Manager and you wish to create and manage a busy calendar of events for our 10,000+ members, please get in touch by emailing your CV and covering letter to Anna Ganley at [AGanley@societyofauthors.org](mailto:AGanley@societyofauthors.org) by **Wednesday 28 February**.

Interviews will be carried out on Tuesday 6 March.

*The Society of Authors is an equal opportunities employer.*