



Events Producer – Maternity cover to January 2023

Recruitment pack | September 2021

Events Producer – MAT Leave Cover to January 2023

6 September 2021

Dear Applicant,

Thank you for your interest in this position. Enclosed is the information you require to assist you in applying for this role.

- Please provide a personal statement and up-to-date CV combined in a single document. The document must be a maximum of 4 pages in total – no more than 2 pages for the personal statement and no more than 2 pages for your CV. Please state your name and the job you are applying for at the top of the document and save it as follows: “Your name-job title” e.g. Martha Jones – Events Producer. Please note that if your submitted application does not meet these requirements, we will be unable to consider it.
- Your personal statement should set out why you feel that you are a good candidate for this post and how you fulfil the role profile and person specification. Your CV must show your full career history with any breaks explained.
- We are asking all applicants to complete our equality data monitoring survey. Completing this form will help us establish a better baseline for future equality, diversity and inclusion action. The information collected will be held securely and handled sensitively in line with the Academy’s data protection policy. The survey can be accessed through the advert on the current vacancies page.
- We guarantee to interview all disabled applicants who meet the essential criteria for the post. Please indicate in your covering email if you are applying as a disabled applicant
- Please indicate in your covering email if you cannot attend the scheduled date for interviews.
- Please note that the successful candidate will require the right to work in the UK – in your covering email, please confirm that you possess proof of right to work, as this will be required later on in the recruitment process.

Applications should be e-mailed to recruitment@thebritishacademy.ac.uk - **Applications must be received by 12pm (BST) Monday, 20 September.**

Please contact Giuseppe Scannapieco, HR Officer, if you have any questions or queries at giuseppe@thebritishacademy.ac.uk

We look forward to hearing from you.

Yours sincerely,

Liz Hutchinson

**Director of Communications & Marketing
The British Academy**

Welcome to the British Academy

The British Academy is the UK's national body for the humanities and social sciences. Our purpose is to deepen understanding of people, societies and cultures, enabling everyone to learn, progress and prosper.

We have three principal roles:

A Fellowship of distinguished scholars from all areas of the humanities and social sciences, elected by their peers, that facilitates the exchange of knowledge and ideas and promotes the work of our subjects.

A Funding Body that supports the best ideas, individuals and intellectual resources in the humanities and social sciences, nationally and internationally.

A Forum for debate and engagement that stimulates public interest and deepens understanding, that enhances global leadership and policy making, and that acts as a voice for the humanities and social science

Our Strategic Plan which runs to 2022 has five main objectives:

- To speak up for the humanities and social sciences;
- To invest in the very best researchers and research;
- To inform and enrich debate around society's greatest questions;
- To ensure sustained international engagement and collaboration; and
- To make the most of our assets to secure the Academy for the future.

The Events Team

The British Academy offers a wide range of events throughout the year aimed at different audiences. The Events Team, based in the Communications and Marketing Directorate, lead on events open to public and academic audiences – from sixth form and higher education students to ‘culturally curious’ adult audiences, scholars and specialists. Events are organised in London, around the UK and online, often in partnership with universities and leading cultural organisations. Events range from lectures, discussions and conferences to a Summer Showcase which is the Academy’s flagship public engagement event. Through our programme we aim to share new research findings from British Academy funded scholars; showcase the work of our Fellows - the most outstanding academics in the UK and overseas; and champion our disciplines – the humanities and social sciences.

The team work closely with colleagues across the Academy to develop our events programme so that it reflects the breadth of activity taking place and work in collaboration with colleagues in the Communications and Marketing Department to promote them to the right audiences through a variety of channels.

The team also work with colleagues to develop and deliver invitation-only events aimed at key stakeholders, who range from Fellows and funded scholars through to press and policymakers.

The Role

The Events Producer will be responsible for the creation, management and delivery of delegated parts of the Academy’s public events programme particularly the Summer Showcase, discussions, lectures, performances, and events in non-traditional formats that will introduce greater interactivity, make best use of digital technologies and facilitate meaningful public engagement. The post-holder will also work closely with the Head of Events and the Director of Communications to develop the Academy’s public engagement offer and to input into plans for a new custom built event space in the basement at our London home Carlton House Terrace.

Job Description

JOB TITLE:	Events Producer - MAT Leave Cover to January 2023
LOCATION:	The British Academy, 10-11 Carlton House Terrace, SW1Y 5AH / Home working (Hybrid Working Model in place)
REPORTS TO:	Head of Events
STAFF SUPERVISED:	None
Purpose of the role	
OVERALL OBJECTIVE:	The Events Producer will be responsible for the creation, management and delivery of delegated parts of the Academy's public events programme particularly the Summer Showcase, discussions, lectures, performances, and events in non-traditional formats that will introduce greater interactivity, make best use of digital technologies and facilitate meaningful public engagement. Events will take place in-person and online. The post-holder will also work closely with the Head of Events and the Director of Communications and Marketing to develop the Academy's public engagement offer and to input into plans for new event spaces at our London home Carlton House Terrace.
MAIN DUTIES:	<p><u>Programme planning</u></p> <ul style="list-style-type: none"> ○ Work closely with the Head of Events in planning, creating and delivering the public events programme, primarily the Summer Showcase and innovative public engagement activity designed to explore greater interactivity and the use of digital technologies to reach a wider audience. The post-holder will also lead on other public events, which include discussions, lectures and performances. ○ To liaise closely with the Research, Policy and International teams to ensure an integrated

programme which develops the Academy's profile and reach.

- Work closely with the Head of Events and the Director of Communications to develop the Academy's public engagement offer and to input into plans for new event spaces at our London home Carlton House Terrace.

Programme management

- Be responsible for the organisation of a range of events and activities, booking facilities, managing guestlists for invitation-only occasions such as the Summer Showcase Private View, liaising with speakers, chairs and partners, and liaising with internal Academy departments and external suppliers and freelancers to ensure that all programme activities are delivered to the highest standard.
- Manage events and other activities on the day at the Academy, other UK locations or online, including supervising the setting up of rooms/online platforms, audience management, AV and speaker co-ordination and generally representing the Academy to the public.
- Draft budgets for events and ensure they remain within budget, finalising accounts for individual activities, organising invoices for activities run with external bodies and freelancers, dealing with travel and expenses claims and compiling details of completed activities and financial reports.
- Manage the effective gathering of feedback from event attendees and make recommendations for possible actions in response to these that could improve events delivery.

Engagement activity

- With the Head of Events, devise an annual summer exhibition for the Academy (The Summer Showcase) drawing content from award holders and the Fellowship, developing interactive and digital elements to extend our reach to new audiences including younger audiences and to facilitate meaningful two-way public engagement.

- Deliver this and associated events; managing the budget, staff volunteers, contributors, suppliers and develop a robust evaluation process.
- Develop innovative activity to support Academy funded researchers and disseminate their projects to the wider public.
- Work with the Head of Events to develop an Academy approach to public engagement with the Research and Policy teams and identify opportunities, to deliver activity.

General

- Work with communications colleagues to ensure the events programme is promoted to our key audiences and that appropriate digital outputs are produced and shared.
- Attend and present at relevant Committee meetings when required
- Support the Head of Events across the full range of his/her responsibilities as directed, including deputising whenever necessary.
- Carry out such other duties as may reasonably be requested to support the work of the Communications and Marketing department.
- This post requires regular attendance at in-person events which entail working outside normal working hours, particularly evenings and possibly weekends, as well as attending Academy events held outside London.

Person Specification

Candidates are advised to read the person specification carefully and to **only apply if they can demonstrate experience in relation to the essential criteria.**

Criteria marked with a (*) will be assessed at the application stage.

POST:	Events Producer
DIRECTORATE:	Communications and Marketing
Experience & Qualifications	<ul style="list-style-type: none"> ○ Experience of creating, planning and organising different kinds of online and in-person events and public engagement including those in non-traditional formats or using digital techniques and large-scale events. ○ Experience of working in partnership with external organisations and particularly those in the heritage, cultural or education sectors ○ Experience of using databases, registration systems and other audience management tools. ○ Experience of delivering marketing activity to promote events, including the use of creative digital channels and techniques.
Knowledge	<ul style="list-style-type: none"> ○ Good knowledge and understanding of the public engagement sector and how to deliver activities to deepen engagement with research. ○ Thorough understanding of best practice in events and digital and how to apply this. ○ Good knowledge and understanding of different audiences and appropriate engagement routes, and of programme evaluation tools and methodologies. ○ Understanding of how to reach younger audiences and their influencers such as educationalists online and face to face.
Skills	<ul style="list-style-type: none"> ○ Excellent interpersonal skills, able to communicate effectively with people at all levels.

	<ul style="list-style-type: none"> ○ Strong planning, organising and negotiating skills. ○ Ability to work on own initiative. ○ High level of proficiency in core office computer skills.
Personal style and Behaviours	<ul style="list-style-type: none"> ○ Commitment to innovation and harnessing new technologies to improve organisational effectiveness and efficiency. ○ Personal commitment to the values, vision and objectives of the organisation. ○ A team player who works collaboratively and communicates effectively with colleagues. ○ Manages time and resources effectively. ○ Demonstrates a pro-active, can-do attitude and takes ownership of tasks where appropriate. ○ Handles difficult situations calmly, with sensitivity and respect.
Other Requirements	<ul style="list-style-type: none"> ○ Demonstrates commitment to high quality service and efficiency in all aspects of the Academy's operations. ○ Demonstrates commitment to the Academy's Equality, diversity and inclusion (EDI) policies and objectives.

Terms and Conditions of Employment

Please note that these terms and conditions are for **information purposes only**.

Position

Events and Prizes Producer - MAT Leave Cover to January 2023

Location

[10-11 Carlton House Terrace](#)
[London](#)
[SW1Y 5AH](#)

Remuneration

Circa £31,350 per annum

Hours of work

35 hours a week, Monday to Friday

This post requires regular attendance at in-person events which entail working outside normal working hours, particularly evenings and possibly weekends, as well as attending Academy events held outside London. Time off in lieu is offered.

Annual Leave

34 days (plus 8 bank holidays)

Additional benefits include:

- a defined-benefit pension scheme
- annual pay review
- interest-free season ticket loans
- a stunning, Grade I listed building
- enhanced family-friendly benefits and sick pay
- social activities
- a subsidised canteen
- hybrid-working – working in the Academy's office location and working from home

Key Dates

Closing date for completed applications *12pm, Monday 20 September 2021*

Shortlisted candidates to be informed *Wednesday, 29 September 2021*

Interviews to take place *Friday, 8 October 2021*