

Job role: Events Manager (maternity cover)
Located: Bristol. Working across various locations. We do not have an office base
Term: Part Time. 20 hrs per week
Starting: Early October 2024
Reporting to: Membership & Operations Manager
Salary: £31k prorata, fixed term contract

About Bristol Creative Industries:

Bristol Creative Industries (BCI) is one of the UK's biggest creative networks. We support over 1,000 members across the region to learn, connect and grow.

We are currently looking for a talented and experienced individual to plan, deliver and evolve an exciting programme of events for our members, covering maternity leave for our Events Manager.

We're a small executive team, working remotely. Often basing ourselves at member venues throughout the week. This is a part-time role c.20hrs per week. You'll need to be able to work flexible hours throughout the week with some early mornings & evenings to accommodate the events programme. Exact hours to be agreed. Our preference is 3 full days (Tues/Weds/Thurs) or 4 hours each day across the week.

We value diversity within our community: it's important to us. We particularly encourage candidates from ethnically diverse backgrounds.

Please let us know if you require us to make any adjustments to support your application process by contacting alli@bristolcreativeindustries.com

About our events:

We run an engaging programme of events throughout the year to support the needs of our membership and attract new members to our thriving community, these include:

- **Keynote speakers** – nationally & internationally recognised creative sector / business leaders
- **Training** – skills-based workshops covering current topics which meet the needs of our members
- **Roundtables** – director-level sessions focusing on key strategic issues facing businesses. Opportunity to support peers and learn from an industry expert
- **Regular webinars** – bitesize sessions run by members for members to enable our community to learn from one another on a whole variety of topics
- **Freelancer networking drinks and member lunches** – opportunities to bring the community together to meet like-minded creatives and make new connections

Key duties and responsibilities of the role:

Event delivery:

- Organise a programme of regular training workshops including researching relevant training topics and finding inspiring facilitators and trainers
- Arrange networking events for members and the wider BCI community to help facilitate building connections
- Source suitable venues to host a variety of our events and build relationships with new venues across the city to support future events
- Liaise with speakers to get necessary session overview and suitable images for promotion
- Handle event logistics - booking venues / refreshments/ catering / audio / visual/ IT /photography
- Manage event bookings & administration for delegates – using Eventbrite or other platforms, confirmations, pre-event instructions, follow-up emails
- Attend all events & introduce / welcome attendees on behalf of BCI where needed
- Host and facilitate all online events that take place (usually via Zoom)
- Work with Internship Programme Manager, support delivery of any related events, including interviews, welcome days, and graduation
- Support 4 x keynotes per year - primary responsibility lies with Social Media & Content Manager to define, plan and host
- Develop ideas for new events that supports the membership to learn, connect & grow

Communications:

- Write event content for the BCI website (event listings and/or articles as appropriate)
- Review and publish external events on our website calendar which have been submitted from BCI community – housekeeping to ensure quality events are shared
- Maximise our channels, our community & partnerships to promote our events including sending weekly emails about upcoming events
- Liaise with the Social Media & Content Manager to promote events on social channels & organise pre/post/during event content and exposure to showcase our events programme
- Take photos/videos at events and share with Social Media & Content Manager for posting
- Contribute to monthly newsletter and send content to Social Media & Content Manager
- Collect feedback from events through conducting surveys and recording comments from direct emails and social media posts

Other:

- Planning out the annual events programme to include budget setting, costs management and projected events income for 2025
- Work closely and keep up to date with Membership & Operations Manager, and Internship Programme Manager on all BCI projects
- Use event attendance to talk to members and to understand future events that interest attendees
- Attend weekly operations meetings, and monthly meetings with co-chairs.
- Regular reporting on events metrics for operations meetings & quarterly board reports
- Working with Finance Manager to manage event income and expenditure

Experience required for the role

- Proven track record of delivering events or conferences in a B2B environment, ideally in the creative sector
- Able to work remotely & make decisions with minimum supervision
- Available to work flexible hours including some early mornings & evenings to meet the needs of the BCI's event programme
- Knowledge of the creative industries and interest in keeping up to date with trends, tools, platforms that feed into securing topical speakers & trainers
- Strong oral and written communication skills
- Excellent interpersonal & networking skills
- Strong experience of website content and social media channel management including developing content
- Experience of CRM systems
- Experience of venue hire & event set up
- Commercial experience including budget management
- Strong organisational skills
- A can-do attitude with drive and the ability to manage and prioritise multiple tasks at once whilst working to tight timeframes

About BCI

Our mission is to support the creative sector to learn, grow and connect.

We're about prosperity for creative businesses in the region and that means attracting new talent and new customers. In Bristol and across the region we:

- Connect our members and encourage collaboration
- Advocate excellence by providing training opportunities
- Host events to showcase great work and thought leadership
- Provide a digital platform for members to boost career opportunities, display work and promote their business
- Act as ambassadors for our members on behalf of the sector
- From global brands and large agencies to freelancers and start-ups working across digital, TV, animation, design, marketing, PR, publishing, film and advertising sectors; our members come in all shapes and sizes and we work hard to be the eyes and ears of the successful creative sector we serve in the city.

To apply for this role:

Please send your CV and a letter telling us why you're interested in joining the BCI team and what you would bring to the role. Examples of events programme that you've designed & implemented would be appreciated in your application.

Send your application to Alli Nicholas, Membership & Operations Manager -

Alli@bristolcreativeindustries.com

Deadline for applications is 5pm on 19th September.