

Job Title: Senior Events Manager
Location: London/Remote Hybrid
Salary: range £55,000 - £57,500 pa
Length of Contract: Permanent

The [BPI](#) represents the UK's recorded music industry, which is one of the most exciting and thriving music sectors in the world. As a trade body, we champion the interests of our membership which includes 500 SME independent music companies and the three largest record companies, Sony Music Entertainment UK, Universal Music UK and Warner Music UK. Our members account for more than 85% of all recorded music consumed in the UK.

BPI owns and organises the annual BRIT Awards with Mastercard and the Mercury Prize. We co-own the Official Charts and administer the Music Export Growth Scheme, which is joint funded by industry and government. Through our charity arm, the BRIT Trust, BPI supports a range of music related charities and organisations, with the biggest benefactor being the BRIT School, a state school in Croydon focusing on music and the performing arts. In 2023, our bid to open a new specialist creative school in Bradford was approved.

The Opportunity

Reporting to the Director of Events and Charities, with a dotted line to the Events Operations Director. This is a key position in a vibrant team which is focused on delivering two key pillar events in the UK music industry calendar plus any ad hoc events throughout the year as directed by BPI. The role includes being involved with key organisational aspects involved in producing these high-profile events with over-arching areas of responsibility, as well as active participation in the year-round planning to deliver each project on time and within budget.

The Senior Events Manager will work across the following delivery elements including, but not limited to:

- Ticketing
- Sustainability
- Diamond Dining, Red Carpet and other discrete event workstreams
- Transportation logistics
- Accreditation
- Licensing
- Line Management and recruitment

Key Responsibilities

- Ticketing Lead
- Coordination and management of freelance contractors in the delivery elements noted above.
- Communication across all elements of the projects including organising and running meetings (including minuting) and debrief documents.
- Working effectively with all staff, contractors and partners
- Full oversight and delivery of stakeholder meetings including (but not limited to) contract deliverables.
- Continual liaison with the Events Project Director and Events Coordinator to ensure communication of key information

During Events, unsociable hours are part of the role with capped time off in lieu offered (as opposed to an overtime).

Ideal Experience

- Managerial experience in live complex entertainment events, preferably music, including venue liaison
- Knowledge of the music industry and how its various parts work would be useful
- Experience in stakeholder management and relationship building
- An understanding of the digital reach of events

Key Skills and Competencies

- Demonstratable inclusive practice in your interactions with colleagues, stakeholders and in delivering events
- Outstanding administration skills with methodical organisation and good attention to detail – able to juggle and prioritise your own workload, as well as the deliverables of contractors.
- Computer literacy, with strong competency in Word, Excel, PowerPoint.
- Proven project and line management skills.
- Works to high standards with a focus to deliver on priorities – whether working as a self-motivated individual or as part of a team.
- Possess a love for music and creative arts.
- Versatile in your approach – able to navigate different ways around an opportunity or issue, with a confident approach to solving complex problems.
- Committed to developing your skills and talents and with the potential to grow into other senior leadership positions.
- Open to change and new experiences, bringing enthusiasm and innovation to the role.
- Personable team player with a calm demeanour, able to work collaboratively with colleagues and demonstrate active listening.

The successful candidate will be committed to the BPI's high standards and values, and will also relish being part of an inclusive and supportive company environment.

Salary and Benefits

- Salary range between £55,000 - £57,500 depending on experience
- Performance-related bonus
- Three days of personal volunteering time per annum
- Private Medical Insurance
- Permanent Health Insurance
- Life insurance
- A hybrid work environment with flexible working policies
- 25 days annual leave plus bank holidays

Equal Opportunities & Diversity

The BPI is an equal opportunity employer. We actively encourage the best possible candidates to apply, regardless of their gender, race, age, disability, sexual orientation, religion or political beliefs. We believe that representation matters and are passionate about developing a diverse workforce at all levels of the organisation. We warmly encourage applications from historically under-represented groups, including but not limited to; candidates from Black, Asian or ethnic minority backgrounds; members of the LGBTQIA+ community; people who identify as non-binary or gender nonconforming; people with a disability; and people who are neurodivergent. Decision to appoint will be made solely based on candidate merit and business need.

We welcome applications from Deaf and disabled people. If you have a disability or additional need that requires accommodation during the process of application and selection, please do not hesitate to let us know when applying. Reasonable adjustments include, but are not limited to, extra time during tasks, using a different video conferencing application, providing a British Sign Language interpreter or holding the interview at a specific time of day.

Application Process

We know that applying for a new job can be full of uncertainties and we look to provide upfront information where possible. Our process for recruiting this role will be made of four stages and after each stage, we will contact you as soon as we can to let you know if you will be progressing to the next stage.

The BPI is looking to make an appointment to start in the role as soon as possible.

The Closing date for applications is 5 July 2024.

Stage 1

- Submit a CV and cover letter each totalling no more than one side of A4 [here](#). These will be considered on a name-blind basis by our recruiters. Following your application, you may be invited to a pre-screening interview with our recruiters. Pre-screening interviews will take place on a rolling basis between 1 July and 12 July 2024.

Stage 2

- 45-minute virtual interview with the Director of Events and Charities, the Events Operations Director and the Chief Strategy Officer to be held the week commencing 15 July 2024. Interviews can be scheduled flexibly if needed.

Stage 3

- A strategic and/or practical task to be prepared in advance will be set for stage 3 candidates around threats to events with shifting sentiments.
- 60 minute in-person interview with either BPI's CEO or COO and the Director of Events and Charities to be held the week commencing 22 July 2024.

Stage 4

- Employment offer, subject to references and right to work check.

More About the BPI

The [BPI](#) is the trade association for the UK's record companies and labels and is the representative voice of British recorded music. Through its policy and public affairs-led work, it campaigns to foster an environment in which its members and their artists can thrive, championing the rights of more than 500 independent labels

alongside those of world-leading record companies Sony Music UK, Universal Music UK and Warner Music UK, and of the artists, performers and label members of music licensing company PPL. The BPI safeguards recorded music through its *Content Protection* work, tackling digital piracy and counterfeit products, and actively promotes British music and artists at home and around the world, including through the [Music Export Growth Scheme](#); international trade missions, including LA Sync; and participation at events overseas such as SXSW. The BPI encourages [innovation](#) by bringing the Music + Tech communities together to create opportunities for mutual benefit, including through its [Insight Sessions](#). It provides market insights, training and networking with its free masterclasses, member events and its *All About the Music* yearbooks and other reports. The BPI is home to The BRIT Awards and the Mercury Prize, co-owns the Official Charts and administers the [BRIT Billion](#) award and [The BRIT Certified](#) Platinum, Gold and Silver Programme. Supported by its [Equity and Justice Advisory Group](#) (EJAG), the BPI works to achieve greater [Equity, Diversity and Inclusion](#) (EDI) across British music, and is also committed to an industry that operates in a more sustainable way. The BPI recognises the fundamental importance of the talent pipeline and of music and creative arts education in enabling access and opportunities for people of all backgrounds to work in music and the creative industries, which it also supports through its charity [The BRIT Trust](#)