

British Academy of Film and Television Arts

Job Description

Position: Awards Event Producer
Responsible to: Head of Production
Salary: £30,000-35,000 dependent on experience
Date: From September 2011

Background

BAFTA's Awards ceremonies are the highest profile and most traditional part of its charitable activity. The BAFTA Awards have been given since 1948 and attract talent from across the world as well as a UK audience of many millions. The Awards are delivered by a small and experienced team who manage all aspects of production and administration which includes all awards administration, working with Committees and working with the many partners who each contribute to making the BAFTA Awards the high calibre events which they are today. As part of our growing and ever more demanding production output, we now wish to hire a high-calibre and experienced Events Manager to join our hard-working and highly experienced production team.

Key responsibilities

Working to and with the Head of Production, to manage the following:

- 1) All Awards & Special Events production, maximising the efficient use of resources whilst delivering the very best quality events for the Academy.
- 2) Creative planning & budgeting for the five UK Awards Ceremonies ensuring a high standard of production commensurate with BAFTA's image.
- 3) Calculate expenditure for the budgets for the five UK Awards Ceremonies
- 4) Manage the overall 'look' of the Awards including tickets, brochure and dinner and party production
- 5) Attend regular production meetings
- 6) Attend weekly Awards team update meetings
- 7) Attend relevant genre committees to inform them of plans for ceremonies and events
- 8) Attend logistics meetings
- 9) Manage relationship with production companies ensuring they understand the needs and best interests of BAFTA (televised awards)
- 10) Manage additional 'live' broadcasters' requirements alongside the PR Company
- 11) Manage Red Carpet build planning and execution
- 12) Ensure sponsors' requirements are executed
- 13) Manage press requirements for all awards and outside events.

Specific responsibilities

- 1) Manage the allocation of production budget monies received from the BBC and ensure costs are kept as competitive as possible
- 2) Check regular cost reports from production company during the production period
- 3) Manage event budget expenditure
- 4) Calculate income and expenditure for insurance purposes

- 5) Oversee all logistics of events, including the day to day management performed by the Senior Coordinator, security, police, council, public access, transport and parking
- 6) Manage the requirements for the Linbury Theatre Event at the Film Awards alongside the Production Manager
- 7) Oversee deliverable requirements for overseas sales managed by the Production Manager
- 8) Oversee credential lists
- 9) Look for new promotional opportunities around the Awards
- 10) Work with PR company on media management for all the Awards
- 11) Work with Production Manager to ensure that all additional programming around the Awards fits in with the overall plan
- 12) Main point of contact for dinner venue ensuring awareness of all BAFTA's requirements
- 13) Attend tastings for dinner menus
- 14) Work with Senior Coordinator a year in advance to ensure production companies, technical producers, venues and suppliers etc are booked for forthcoming ceremonies
- 15) Keep fully up to date with other Awards ceremonies to ensure BAFTA's Awards are always contemporary, relevant and produced to the very highest standards.

Essential experience

- Expert knowledge of running large scale events
- Experience in both the events arena and Television production
- Excellent organisational, interpersonal and multi-tasking skills