

BAFTA Management Limited	
JOB DESCRIPTION	
Job title	TV Events Producer – Part time
Responsible to	Head of Learning & Events
Date	August 2010
Contract	Freelance – 3 days per week
Salary	Dependent on experience

The British Academy of Film and Television Arts is looking for a part time freelance Television Events producer, to help programme and deliver our TV related events and initiatives, both in London and regionally.

Job Purpose

The Learning & Events' team delivers a year-round programme, which shares the expertise of BAFTA members, award winners and nominees with different public audiences. The BAFTA learning programme includes events, competitions and initiatives. Our core audience is the film, TV and videogames industry, and those who want to break into it, but we also work with younger audiences mostly through competitions and initiatives. Nearly one half of our programme of events takes place outside London.

The Events' Producer develops and delivers London-based and regional events, many extremely high profile and all demanding exceptional attention to detail and finish. The Producer also develops opportunities for BAFTA to reach new audiences, as well as access talent and funding through partnerships with a diverse range of organizations.

1. Responsibilities

1.1 Programming and programme development

- Programme and deliver the targeted 3-4 TV events per month including TV previews and regional events
- Advise on and where appropriate deliver the TV elements of audience development projects and initiatives
- Work with BAFTA's Television committee to deliver our annual TV lecture, TV debates and panels addressing important current issues in the industry
- Work with the TV committee to deliver tributes and other events which celebrate the achievements and legacy of key industry figures
- Work with broadcasters, under the guidance of the TV committee to programme a diverse range of TV previews with accompanying Q&As
- Identify strategic partnerships with key organizations which: help us reach new audiences, access sources of funding or raise the profile of BAFTA's charitable work
- Develop new projects and initiatives with the Learning and Events committee which address new audience groups such as students, schools etc.

- Manage the budget for London based TV events and work with the Regional Programmer to manage budgets for events and initiatives outside London

1.2 Event Production

- Liaising with Learning & Events, partners, speakers and venue staff to ensure clear communications at all stages of the development and delivery of enjoyable, well-run events;
- Ensuring that all elements of event plans are agreed in advance and that any changes are also agreed with the maximum lead in time possible;
- Considering all elements of the audience experience, liaising with others as required regarding bookings, venue information, delivering the event as advertised and gathering feedback.

2. Person Specification

2.1 Experience

The ideal candidate will

- be an exceptional events producer, preferably with experience of delivering a programme of events for a cultural organization (e.g. at a festival or venue).
- have an excellent understanding of the UK television industry and history, and good contacts in all the major broadcasters.
- Have a good understanding of the principles of Audience development
- Experience of working with significant commercial and cultural event partners;

2.2 Skills and abilities

- Strong people skills: ability to communicate with people at all levels of an organisation in a diplomatic and professional manner,
- Tact when dealing with partners but ability to be assertive when necessary
- Excellent organizational abilities, and the discipline for self-organization without direct supervision
- Excellent computer skills;
- Good understanding of educational audiences (both formal and informal) and of learning styles and learning theory.
- Enthusiasm for working as part of a team;
- Flexibility to work unsocial hours for evening and weekend events.

Applications

- CV and cover letter to recruitment@bafta.org
- Deadline: Friday 17 September