



Events Manager – Job description

Summary details

Job title:	Events Manager
Contract type:	Full time
Reports to:	Deputy CEO and COO
Location:	London

Canning House

Canning House is the UK's leading forum on Latin America. We are a centre for thought-leadership and pragmatic debate on the region's political, economic, social, health and environmental trends and issues – and their implications for business risks and opportunities.

The role

Canning House holds a regular programme of 30–40 events per annum – virtual, in person and hybrid – for an international audience of businesses, politicians, diplomats, government officials, universities, international organisations, think-tanks and civil society.

As Events Manager, you will be responsible for all aspects of logistics for all CH events, including:

- Working closely with CH teams to distil their event concepts into logistics and deliver their events
- Proactively producing detailed proposals and agendas for events (i.e., running order & timing, venues, room layouts, suppliers, staffing requirements and briefings)
- Agreeing event budgets with the Deputy CEO and COO, issuing estimates for sponsorships, managing within the budget
- Securing and booking suitable venues or locations (including scheduling and managing the use of the Canning House Board Room) and negotiating discounts with regular suppliers (venues, catering, translations, etc.)
 - coordinating venue management, caterers, stand designers, contractors and equipment hire
 - where relevant, organising exhibition space for exhibitors
 - ensuring insurance, legal, health and safety obligations are adhered to
 - organising facilities for security, first aid, hospitality, media, etc. according to venue
- Issuing formal invitations to speakers, keeping speakers informed/supplied with agendas and background materials, liaising with them to ascertain their precise

logistical requirements; arranging travel and accommodation where necessary, ensuring speaker materials are available for events, liaising with speakers to arrange connection tests for online events

- Ensuring that event information and invitations are disseminated to the audiences appropriate for each event, and ensuring details of each event are registered in appropriate team members' diaries with short-cut links to the event materials on the shared drive
- Preparing delegate packs and papers with clients and, where relevant, designers
- Organising the production of tickets, posters, brochures and/or other relevant materials
- Co-ordinating the application of CH's and sponsors' brands to events logistics
- On the day of the event, coordinating suppliers, handling client queries and troubleshooting to ensure that all runs smoothly
- Attending all events from beginning to end in order to
 - register attendees, hand out badges, ensure an overall smooth operation and cope with any unforeseen problems
 - oversee the departure of guests and the dismantling and efficient removal and clearance of the event; and, in the case of the Canning House Board Room, ensuring that, at the end of the event, the room is left in the condition in which it was found prior to the event
- Keeping registers of attendees for each event, ensuring they are stored safely in accordance with data protection rules and, if necessary, produce reports for event stakeholders
- Preparing and processing event evaluation forms for all events

The Events Manager is supported by an Events and Administration Assistant, whom the Events Manager is expected to direct and work with productively.

Relevant experience includes:

- Previous role working in events management – any sector
- Variety of events logistics
 - large and small
 - virtual and in person
 - with in-depth technical command of virtual events – Zoom, Teams, Livestreaming, etc.
 - and demonstrable capability to take on hybrid events
- Running multiple events p.a. – i.e., not just one big event p.a. – and to a professional standard
- Managing simultaneous translation services – online and in the room.
- Running events across different time zones (advantageous, but not essential)

Personal attributes and skills required:

- A team player ready to be flexible in supporting colleagues
- Exceptionally well organised – with excellent anticipation and command of detail
- First-rate Multi-Tasker – also able to prioritise competing demands

- Calm under pressure – with a “can do” practical attitude to overcoming obstacles
- Proactive – not just reactive
- Agile manager during Events – covering all bases, keeping everyone on task, and effectively fielding any unexpected issues
- Forward-thinking – planning ahead for regular venues, caterers, AV companies, etc. – but also able to deal with ad hoc events or issues
- Skilled at negotiating procurement contracts with venues, caterers, translators, etc.
- Good at giving clear delegations to team members in advance, and coordinating their efforts during events
- The legal right to work in the United Kingdom

Additional favourable - but non-essential – attributes and experience:

- A degree
- Experience of Latin America
- Spanish/Portuguese language
 - Language classes are available if desired

Further details

Remuneration:	£33,000–35,000, depending on skills and experience
Hours:	0930–1730, with occasional breakfast and evening events. Canning House allows for some flexibility with working hours, subject to negotiation
Other benefits:	Contributory pension, health insurance, season ticket loan
Location:	Central London office. Canning House currently operates a system of three days minimum in the office per week, but home working arrangements remain at the discretion of the CEO
Holidays:	25 working days p.a., plus Bank Holidays
Interview date:	Wednesday 14 or Thursday 15 December 2022
Start date:	January/February 2023

If you meet the above requirements and consider yourself up to the challenge, please email a CV and covering letter to **Ian Perrin** at finance@canninghouse.org by Friday 9 December.