

## Head of events / Event manager

**Start date: September 2022**

**Contact:** Via email only: [editorial@aplmedia.co.uk](mailto:editorial@aplmedia.co.uk). Please note that only successful candidates will be contacted.

**Salary:** £33-35k pro rata

Permanent role, office based but with flexible working an option

APL Media Limited is seeking a head of events / events manager to join its friendly Kentish Town-based office.

### **The role**

APL Media has a growing event portfolio comprising regular virtual and face-to-face events, with audience sizes of between 50 and 5,000. From small-scale Travel Geeks panel events hosted on Zoom and Tailor Made hybrid and studio events to the annual National Geographic Traveller Food Festival and The Masterclasses, APL Media has a strong track record of developing and delivering successful events.

The head of events / events manager will be responsible for all aspects of event production, including organising, mobilising and coordinating the staff, participants, officials and administrators to ensure the successful execution of each event. The ideal candidate will be an organised and efficient 'people person', with bundles of ideas and a can-do attitude. They will work alongside sales, editorial and a growing events team to create a number of outstanding events.

The successful candidate will act as a company representative, dealing with external clients, outside bodies, sponsors and media. The role will also involve developing policies to serve as a guideline for delivering successful events, reporting and managing team members.

### **Duties will include:**

- Planning, organising and managing all APL Media events.
- Ensuring a clear understanding and overview of every event and managing client expectations.
- Serving as a conduit to the event's hosts, clients and external bodies.
- Negotiating sponsorships where required.
- Managing the event marketing assistant/managers and working alongside the editorial events manager.
- Providing recruitment and training/coaching for every event.
- Developing general event management policies.
- Making sure staff personnel at the event adhere to management policies.
- Working with exhibitors, clients, external teams and the editorial and sales departments.
- Handling logistics, such as organising backstage preparation areas and obtaining permits.
- Updating senior management with regular reports and ensuring the delivery of post-

event reports.

- Developing event feedback surveys.
- Budgeting and invoicing.
- Managing branding and communication.
- Brainstorming and implementing new ideas, new ways of working and new events.

### **Qualities sought**

- Excellent communication skills and interpersonal abilities.
- Good leadership qualities at all times.
- Organisational, analytical, and coordinating skills.
- Ability to work as part of a team.
- Excellent problem-solving abilities.
- Creativity and ability to prioritise tasks in the face of many challenges.

### **What else?**

Please send a copy of your CV with a cover letter stating what makes you a suitable candidate for this position. Only successful candidates will be notified.

**How to apply:** Via email to [editorial@aplmedia.co.uk](mailto:editorial@aplmedia.co.uk)

### **About us**

APL Media Limited is a medium-sized company based in Kentish Town, London. Over the past 20 years, we have focused on travel and lifestyle content for the consumer and trade and have built a friendly, loyal and experienced team. [aplmedia.co.uk](http://aplmedia.co.uk)

### **Our titles**

Trade: *Postcards, ASTA Worldwide Guide*

Consumer: *National Geographic Traveller (UK), National Geographic Traveller – The Collection, National Geographic Traveller Food* and newspaper inserts.