

Events manager

APL Media Limited is seeking an events manager to join its friendly Kentish Town-based office.

The role

APL Media has a growing event portfolio comprising of 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 tailormade 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 events manager will be responsible for the delivery of all APL Media events including the NGT Food Festival, alongside the head of events. 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 ensure the successful delivery of all events.

The current event schedule includes: Travel Geeks (between four to six a year); NGT Masterclasses (virtual), the [NGT Food Festival](#), the [Travel Media Awards](#), and ad-hoc events.

The successful candidate will act as a company representative, dealing with external clients, outside bodies, sponsors and media. They will also be expected to attend all events, where possible.

Duties will include:

- Serving as a conduit to the event's hosts, clients and external bodies
- Making sure staff personnel at events 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
- Budgeting and invoicing
- Managing communication

Qualities sought:

- Excellent communication skills and interpersonal abilities
- Good leadership qualities at all times
- Organisational, analytical, and coordinating skills
- Ability to work well as part of a team
- Excellent problem-solving abilities
- Creativity and the 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

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 industries and have built a friendly, loyal and experienced team.

Note we offer a hybrid working environment as standard — three days working in the office, two days working from home.

aplmedia.co.uk

Our titles

Consumer: *National Geographic Traveller (UK), National Geographic Traveller — The Collection, Food by National Geographic Traveller, Living360* and newspaper inserts.

Trade: *Postcards, ASTA Worldwide Destination Guide*