

Event Manager (mat leave cover)

APL Media Limited is seeking a dynamic and experienced Event Manager to join its friendly Kentish Town-based office. The successful candidate will be responsible for planning, organising, and executing a range of events, including the National Geographic Traveller (UK) Food Festival, NGT Masterclasses, Travel Media Awards, and NGT Travel Geeks. The Events Manager will work closely with the internal teams, sponsors, and suppliers to ensure the success of each event.

Duties will include:

- Event planning and management: oversee all aspects of event planning and management, from concept to execution, ensuring events are delivered on time, within budget, and to the highest standards.
- Budget management: develop and manage event budgets, ensuring cost-effective solutions and maximizing return on investment.
- Supplier management: identify, negotiate, and manage relationships with suppliers and venues to secure the best services and rates.
- Stakeholder engagement: build and maintain strong relationships with sponsors, partners, and key stakeholders to ensure their needs and expectations are met.
- Logistics management: co-ordinate all logistical aspects of events, including registration, accommodation, transportation, and on-site management.
- Post-event evaluation: create post-event reports to measure KPIs, event success and areas for improvement, providing detailed reports and recommendations.

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

Benefits

- Hybrid working.
- Mediacash healthcare plan, including discounted gym membership and mental health support.
- Enhanced parental leave.
- Opportunity for a charity day with a chosen cause.
- One week office closure over Christmas.

- Regular social events.
- Summer hiking trip.
- Cycle to work scheme.
- Regular training sessions.

What next?

If you're interested in this position, please attach a copy of your CV and include a cover letter stating why you would be great for this role.

Please apply via LinkedIn or via: careers@aplmedia.co.uk

If emailing, please add *Event Manager Mat Leave* in the subject line.

Note: Only successful candidates will be contacted.

About us

APL Media Limited is a fast-growing, medium-sized company (with almost 100 people) based in Kentish Town, London. Over the past 25+ years we've focused on travel and lifestyle content for the consumer and trade industries, and have built a friendly, loyal and experienced team. aplmedia.co.uk

Our titles

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

Trade: *Postcards, ASTA Worldwide Destination Guide.*

Start date: 7 July

Deadline for applications:

Hours: Full-time, 9am-5.30pm. Note we operate a hybrid working policy in this department – it will be three days in the office and two days working from home.

Job type: Fixed term.