



# Murray Edwards College

University of Cambridge

## Job Description

<b>Job title:</b>	College Events Manager
<b>Department:</b>	Events
<b>Location:</b>	Murray Edwards College, Huntingdon Road, Cambridge CB3 0DF. This role may require occasional travel
<b>Purpose of role:</b>	To create and develop an outstanding annual programme of internal College events for various College stakeholders, to give our invitees, guests, and stakeholders authentic, memorable experiences and to draw our audiences and supporters closer to us.
<b>Line manager:</b>	Deputy Bursar
<b>Line manages:</b>	N/A
<b>Salary Band:</b>	Band 5
<b>Hours:</b>	Full time - 37.5 hours per week. This role will require occasional out of hours and/or evening responsibilities
<b>DBS check required?</b>	No <input type="checkbox"/>

## Overview of the role

The College Events Manager will be responsible for creating and developing an outstanding annual programme of internal Murray Edwards events, from art exhibition launches, high profile lectures and talks, alumnae events (onsite, in the UK and internationally), to College dinners, staff events, and donor events - each designed to give our invitees, guests and stakeholders authentic, memorable experiences and to draw our audiences and supporters closer to us. The postholder will work closely with the Business Development Manager and the Events team who are responsible for the commercial hire of spaces and events organisation at Murray Edwards.

Reporting to the Deputy Bursar, the College Events Manager will work closely with the College President, PR consultant, Director of Development and others. You will position and promote the College brand/profile through events, design and commission content to reach leading national and international influencers, and support the College's ambitious fundraising targets and fostering of meaningful relationships between the College and its advocates, donors and a wide range of stakeholders.

The successful candidate will demonstrate expertise in event management together with creative flair. You will have a clear customer focus with a strong eye for detail and be culturally sensitive. Proven experience of managing stakeholder relationships and working closely with senior staff and volunteers are also vital.

## **Main duties and responsibilities:**

### Strategy, fundraising and stewardship:

- Deliver and grow the existing internal College Events strategy and programme:
  - creating an annual Murray Edwards events calendar and taking a proactive approach to identifying and responding to opportunities to meet the strategic objectives of the Development and wider College strategies
  - to contribute to and highlight the vibrant intellectual life of the College
  - to support successful engagement, fundraising and stewardship; highlighting profile opportunities
- Work closely with the Business Development Manager and the Events team to ensure opportunities for income and profile raising are maximised, expanding on existing commercial client relationships.
- Contribute to the overall strategic planning of the Development team
- Establish rigorous approaches to ensure effective planning, management and post-event analysis for all internal College events
- Foster a culture of continuous improvement, including analysis and regular review of systems and procedures, and maintain an awareness of industry best practice and innovation; making recommendations for future event activity

### Event delivery:

- Deliver the internal College Events onsite (and elsewhere as appropriate), creating a delivery team as required from the Development office, Events team, Catering team and other volunteers
- Design, create and commission internal event materials as appropriate
- Develop and manage the College's online Events Calendar and booking system, liaising with the College Administrator, College PR consultant and external website provider as necessary
- Ensure regular updates on event planning to the President, OTM members and other colleagues as appropriate
- Liaising with Fellows to organise dedicated Fellows events
- Manage all aspects of internal event delivery, including guest listing, invitations and RSVP management, seating plans and space design and decoration as appropriate
- Act as the key event manager 'on the night' for College Events
- Ensure all events run smoothly and to the highest levels of quality and customer service
- Complete an Events Review after each event to ensure lessons learned and that potential improvements are discussed and implemented as appropriate

### Financial planning:

- Manage the internal College Events budget; ensuring that events are kept within budget.
- Develop and maintain a rigorous approach to project and budget management to ensure the events programme is delivered within agreed cost and timeframes

### Leadership & relationship management:

- Work collaboratively with internal colleagues and stakeholders to ensure wide understanding, engagement and participation in the internal events programme from staff across the College
- Work closely with the Head of Alumnae Relations & Events to devise a compelling programme of alumnae engagement and cultivation events.

- Work closely with Deputy Bursar and Business Development Manager to maximise opportunities between the internal and commercial events.

### Person Specification

	Essential	Desirable
Qualifications:		Educated to degree level or equivalent
Skills, knowledge and experience:	<p>Demonstrable experience in Events Management and knowledge of best practice.</p> <p>Good written and verbal communication skills, including the ability to present information and creative concepts to a wide variety of audiences.</p> <p>Experience in developing and leading an events programme to support income generation and relationship building.</p> <p>Experience of creating and managing complex and high profile events and budgets.</p> <p>Excellent organisational and project management skills with the ability to juggle a wide range of competing demands, and deliver to deadlines.</p>	<p>Understanding of communications and branding, and experience working with communications, marketing and design teams to deliver integrated communications strategies.</p> <p>Experience of working in an organisation with external fundraising/advancement.</p> <p>Experience of working in an organisation with an arts focus or in the higher education sector.</p>
IT skills:	Microsoft Office including Powerpoint, Excel, Word and Outlook.	Experience of using Kinetic KxConferencing event management software.
Language skills:	Excellent written and verbal levels of English.	
Personal attributes:	<p>Proactive, innovative and creative approach.</p> <p>Ability to build relationships at all levels and evidence of ability to influence decision making.</p> <p>Responsive and confident with an ability to keep calm under pressure.</p>	Affinity to the mission of Murray Edwards College