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| **Job Title** | Senior Membership and Events Manager |
| **Employer** | MPA Group of Companies (MPA, MCPS, PMLL) |
| **Status** | Full-time |
| **Place of work** | Synergy House, 2nd Floor, 114-118 Southampton Row, London WC1B 5AA |
| **Holiday entitlement** | 25 days in each calendar year, three of which must be taken during the Christmas and New Year period when the office is closed |
| **Salary** | £DOE |
| **Reporting to** | Reporting to the General Manager, MPA |
| **Duties** | Key tasks and responsibilities to be covered, with support from the Membership and Events Manager:  **Membership Attraction and Retention**   * Drive expansion of the MPA membership through development of new and existing initiatives and strategies * Maximise membership retention and develop strategies for lapsed/non-renewals * Promote the importance of MPA membership at every opportunity * Build relationships with individuals across all levels of our member companies, encouraging take up of member services on offer * Oversee the administration and onboarding process for new members and annual membership subscription renewals   **Member Services and Relationship Development**   * Proactively encourage an open dialogue with members to understand the issues they face and how the MPA can support industry needs * Monitor member satisfaction to ensure benefits are relevant and best serve the needs of the publishing community * Devise and run annual member satisfaction survey * Provide regular updates and reports on member feedback and satisfaction to the GM * Research, develop and roll out new member benefits, tools and services with input and guidance from the GM * Maintain regular, consistent contact with individuals from within all sectors of the membership, whether formally or informally, through face-to-face meetings, office visits, consultations, etc.   **Events Development & Management**   * Plan, project manage and deliver all MPA Group events, whether standalone or in conjunction with other organisations, including but not limited to:   + Industry briefings & conferences such as MIDEM, The Great Escape, PRS/MPA Publisher briefings   + Social events for members, such as showcases and the annual MPA Christmas Lunch for approx. 1,000 guests   + The annual MPA AGM & Summer Party * Produce the MPA’s Annual Events Calendar * Negotiate Event Supplier Contracts   **Sponsorship Procurement**   * Develop sponsorship packages for MPA Group of Companies events; identify, negotiate and procure sponsorship   **Outreach**   * Produce and deliver the MPA’s outreach programme * Represent the MPA at internal and external industry events such as meetings, panels, tradeshows, receptions and other networking occasions * Forge new partnerships with organisations and individuals from within different sectors to further the MPA’s profile   **Budgets**   * Create, maintain and manage all budgets related to MPA Membership, Events and Outreach, working with the MPA Group finance team |
| **Essential skills and person specification** | * Significant experience of working in a membership or outward/client-facing role requiring engagement with industry executives of all levels * A born networker with exceptional interpersonal skills and the ability to build strong and effective relationships to deliver the MPA’s strategy * An extensive book of events and industry contacts, particularly in the area of music publishing * Experience of working with and securing event sponsors * Knowledgeable and comfortable conversing about current industry affairs * Excellent presentation skills * Proven negotiation skills * Financial acumen * Ability to work on multiple projects at any one time and prioritise workload accordingly * Exceptional organisational skills and meticulous attention to detail * Excellent written and verbal communication skills * An outgoing, positive, can-do attitude |
| **Application process**  **Application deadline**  **Interviews**  **Start Date** | **To apply, please send a CV and an accompanying cover letter to Lorna Greenwood:** [**lorna.greenwood@mpagroup.com**](mailto:lorna.greenwood@mpagroup.com)  12:00pm (midday) Monday 3rd June  TBC  As soon as possible |
| **Equality & Diversity** | The Music Publishers Association is a signatory to the Equality & Diversity Charter for Music and strives to be a fair and inclusive employer. We welcome applications from all backgrounds and appoint on merit. |