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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
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| **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
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| **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**12:00pm (midday) Monday 3rd June TBCAs 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. |