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| **Job Title** | 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** | **Member Services and Relationship Development**  Working closely with the Senior Membership & Events Manager, carry out the MPA’s member services and administration functions for all of its members;   * Answer all enquiries regarding membership and act as first point of contact for information regarding member benefits * Maintain MPA Membership Information and Databases * Fulfil the administration and onboarding process for new members * Fulfil the administration process for annual membership subscription renewals * Activate membership attraction and retention   **Events Delivery**   * Working closely with the Senior Membership & Events Manager to deliver all MPA Group events, including but not limited to:   + Industry briefings and conferences such as MIDEM, The Great Escape   + Social events for members, such as showcases and the annual MPA Christmas Lunch for approx. 1,000 guests * Coordinate and process event booking forms and payments, working with the Accounts Assistant * Provide marketing content for all events * Procure and review event feedback forms * Book event travel and accommodation   **Education & Training**   * Working closely with the MPA GM deliver the MPA training and development programme, including but not limited to managing the:   + MPA Induction Course (4 per annum)   + MPA Intermediate Course   + Specialist Seminars * Provide marketing content for all training courses * Procure and review training feedback forms * Oversee and manage all aspects of the administration of the following:   + MPA’s Richard Toeman Scholarship   + Tony Pool Award   **Committee & Meeting Support:**  Working with the MPA GM, CEO and committee chairs, fulfil all aspects of co-ordinating relevant committees, including;   * Scheduling meetings and booking rooms * Create, compile and circulate agendas, briefing and meeting papers * Ensure relevant meeting packs and sign in sheets are printed for the meetings * Take and circulate minutes * Prepare seating/table arrangements and refreshments * Follow-up on action points raised * Facilitate working groups around committee and board issues |
| **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 * 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 cover letter explaining why you are suitable for the role to Lorna Greenwood:** [**lorna.greenwood@mpagroup.com**](mailto:lorna.greenwood@mpagroup.com)  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. |