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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
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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
* 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 cover letter explaining why you are suitable for the role to Lorna Greenwood:** **lorna.greenwood@mpagroup.com**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. |