

## **HEAD OF EVENTS - PART-TIME, 3 DAYS PW**

**Creative UK** is the independent network for the UK Creative Industries. Our goal is simple: to cultivate a world where creativity is championed, valued, and nurtured. We have established an authentic voice which represents, promotes and enhances the interests of the UK's world-leading creative sector.

Our events must represent our priorities and vision. We have an exciting opportunity for an experienced Head of Events to join the team. This role will focus on facilitating the collective delivery of Events and key moments, ensuring each event delivers on its editorial narrative whilst steering collaboration.

The Head of Events will support strategic growth and development of Creative UK by increasing engagement through innovative and integrated 'high impact moment' virtual and in-person events. You will lead on event sales strategies, ensuring efficient lead generation and conversion which drives audience engagement and development of partnerships.

The Head of Events will take the lead across project planning and event delivery. You will have extensive experience of both in person and virtual events management and delivery, a head for editorial as well as a hands on, can-do approach.

Working closely with experts across the business you will be directly responsible for Creative UK's annual corporate events programme. You will collaborate with regional teams, partners, and suppliers to design and deliver a vibrant calendar of events that benefits the Creative Industries, ensures income generation, and raises our profile across the UK.

**LOCATION:** Hybrid working available with offices in MediaCityUK, Bristol and Central London. Min 1 day per week in Creative UK Workspace.

**SALARY/FEE:** up to £50,000 + benefits (equiv day fee available by request)

**CONTRACT:** Part time employee preference, initial 1 year fixed term with scope to become permanent. Freelancing options available by request.

**TO APPLY:** Email your CV, cover letter and/or 1-2-minute video link\* to [jobs@wearecreative.uk](mailto:jobs@wearecreative.uk) by 27th April 2026. Please complete our anonymous diversity and inclusion [survey](#). 1<sup>st</sup> stage interviews will take place by video conference on w/c 5<sup>th</sup> May 2026 onwards, immediate appointment preferred.

\* Video link optional. Creative UK is an inclusive recruiter and happy to make adjustments to our selection process by request

**Please note we are unable to accept applicants based outside of the UK**

**REPORTS TO:** Director of Marketing & Communications

## ACCOUNTABILITIES

- Strategic Planning
- Event management & delivery
- Ticketing

## KEY AREAS OF RESPONSIBILITY

### Strategic Planning

- Development and leadership of the events calendar, bringing together internal and external events across the business to maximise value from all outputs.
- Lead planner of the Creative UK Brand Moments annual programme of in-person and virtual events
- Owning the creative direction of events, working with the Head of Marketing and Communications and the Head of Content to bring the brand to life and ensure events have a strong visual identity.
- Leading the delivery of the editorial narrative for each event, engaging with department leaders to ensure narrative is aligned and impactful
- Developing best practice processes needed to empower teams to run events efficiently and effectively, by maintaining service standards, ensuring compliance with Health and Safety and other legal regulations.

### Event management & delivery

Leading delivery of Creative UK Brand moments in-person and virtual events, to include;

- Managing events budgets, keeping costs on track, being resourceful
- Audience curation; leading on invites and progress chasing
- Working closely with the Head of Tech and Head of Insights, developing a data collection strategy for events to track and measure impact and effectiveness
- Delivering virtual productions on platforms such as Zoom
- Work with Events resource to create proposals, project plans, scout venues, registration platforms, systems and processes
- Oversee the use of Events skills across wider teams to maximise efficiencies, regularly reviewing methods of communication to ensure all event details are recorded and reported in a clear, concise manner
- Work with Programming, Operations, Finance and other teams to develop, share and improve systems, delivery and audience engagement, identifying opportunities for income.
- Ensure suitable and sufficient method statements and risk assessments are provided where required
- Ensure each event is aligned to sustainability and EDI best practice, consulting with our Head of EDI where required
- Event evaluation; pre and post event engagement with the event attendees, ensuring they have a full Creative UK experience.
- Research & Development of events and how we use virtual platforms to optimise customer journey
- Lead hiring manager for events team, future line management

### **Sales & ticketing**

Management and oversight of the sales and ticket process for all ticketed Creative UK events, to include:

- Working closely with the Managing Director and Marketing Team to maximise income generation at events
- Build and maintain relationships with external suppliers, stakeholders and networks
- Negotiate with external service providers to ensure value for money and service levels maintained.
- Collate and report data to the Finance Team for revenue, and costs and sales analysis
- Work with Head of Insights to implement clear strategies for acquisition on the back of events

To be an ambassador for the company; maintaining a professional approach always, sustaining visibility and networking by attending relevant events and public speaking opportunities

*Ensure the company meets all its statutory requirements in relation to the GDPR*

*This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing*

### **Required Experience, Knowledge and Skills**

- Demonstrable extensive experience in an events management role, excellent project management, organisation, planning and coordination skills
- Demonstrable experience of events sales
- Digital event delivery skills
- Outstanding communication and interpersonal skills
- Strategy and planning; strategically minded, a robust understanding of designing and building strategies including best practice, tools, processes and opportunities
- Budget management; experience in managing budgets effectively, reporting and setting effective strategic performance measures.
- People Management; experience of line management
- Experience and a strong working knowledge of HubSpot and event platforms
- Experience of working closely across all teams
- Knowledge of Creative Industries (desirable)

### **OUR CULTURE**

All our employees will be expected to demonstrate behaviours associated with our company values. Our values drive the way we work; **how** we do things is just as important as **what** we do.

- ✓ We join the dots; collaboration is in our DNA
- ✓ We support and empower; we are here to make a difference
- ✓ We are curious, open & honest
- ✓ We celebrate difference & value equality of opportunity

**EMPLOYEE PACKAGE**

- 35 hour working week FTE
- Flexible/ hybrid, condensed working options
- Pension enrolment 5% employer contribution from 3 months service
- Cycle 2 Work scheme, in partnership with Halfords
- Tailored benefits from 1 years service
- Employee Assistance Programme, BUPA
- Mental Health Day, a paid day off work per annum to focus on activities which help you to alleviate stress
- Summer Fridays, finish at 3pm every Friday throughout July & August
- Your birthday off as paid leave, extra days off over the annual festive period
- Paid volunteer day per year to give something back to the community

*We value difference and celebrate the creativity that it brings. We are committed to improving diversity and inclusion across our organisation and industry by championing a variety of backgrounds, perspectives, identities, talents, and physical and cognitive differences.*