

# JOB DESCRIPTION

**Job Title:** Head, Members Events

**Reporting Line:** Deputy Director, Chatham House Events

**Purpose of job:** To take responsibility for the planning and delivery of Chatham House 'non-commercial' programme of events of topical interest to members, and reflecting the research output of Chatham House, including projects, reports and book launches.

**Principal Responsibilities:** Strategic planning, overseeing delivery and maintaining the high standards of the Members Events and Corporate Events programme:

Members Events (c. 90 pa inc corporate events, Corporate Leaders Series, debates, annual members' conference and U35s)

Donor Dinners, topical dinners and speaker dinners (up to 12 pa)

Directors and Nominees Breakfasts (up to 20pa)

Open Receptions and VIP Receptions alongside meetings (20 p/year)

New Members Receptions (3 p/year)

- Research and identify suitable topics and speakers for full programme of events. Keep abreast of international current affairs and liaise with in-house academic staff to ensure quality, topicality and suitability.
- Manage incoming requests to speak at Chatham House. Build relationships with embassies and FCO to ensure that foreign dignitaries consider Chatham House to be their speaking venue of choice.
- Ensure event programme is balanced and forward planning pipeline filled with 4 – 6 events at least three months in advance.
- Draft conference agenda for annual conference, event titles and content summaries.
- Oversee invitation process for speakers, chairs and reception guests for all events.
- Oversee arrangements for speaker's visits, set up of internal facilities, receptions, catering, registration process and thank you letters.
- Oversee dinner arrangements
- Ensure in-house database and diaries are kept fully up-to-date and used as working tools by all members of the department. Monitor archiving process
- Ensure event details (speaker, date, time, topic, summary) are on the website in good time (50% three months ahead).
- Work with marketing team to create timely email marketing shots, and ensure that each event's attendance is maximized.
- Coordinate and plan with communications team to deliver live-streamed, recorded events and podcasts.
- Manage two events managers and one administrator
- Responsible for departmental budget management and control.