



Events & Sponsorship Manager

Job Responsibilities include, but not limited to:

- ❖ Leads the organisation, conceptualisation, planning and execution of the yearly events calendar, inclusive of one signature event per month under the Best of British programme. Creating targeted Activities & Events with the intent of maximising on revenue streams during the period as well as overseeing the various activities and events at the Club that cater to the general Membership and their families.
- ❖ Prepare and handle events and sponsorship budgets and invoicing for entire events calendar. As well as delivering on the overall event and sponsorship strategies.
- ❖ Collaborate and coordinate with various departments, including the banquet and food & beverages teams in overseeing the planning, logistics and production of all events. Oversees the provision of the Club's entertainment and Club Sections across all areas.
- ❖ Managing branding and communication of all events as well as being present during key activities and events at the Club.
- ❖ Source and develop key relationships with partners such as the British Chamber of Commerce Singapore, as well as liaising and negotiating with vendors.
- ❖ Work with key stakeholders, including the General Manager on key updates and plans as well as being the key point of contact for the events committee.
- ❖ Promote and source opportunities to increase awareness, promote, develop and maintain good external relations to strengthen the British Club's image, Best of British events and brand recall.
- ❖ Develop opportunities and negotiate the involvement of Club wide Sponsorship deals for both the Best of British events and other targeted activities/areas of the Club to ensure maximum revenue and continued relationships.
- ❖ Provides consistent and up to date market information for the use of the Club to drive marketing promotions for events and membership opportunities.
- ❖ Oversees and liaise with the Club's chosen charity organisations.

Requirements :

- Degree holder
- Proficient in English and MS office applications
- At least 6 years experience in Events and/or Marketing and/or Public Relations with 4 years in managerial position
- Knowledge of brand marketing and analysis
- Excellent Communication and Analytical skills
- A positive attitude and excellent people skills
- Good presentation skills

If you are looking for a challenging career, submit your detailed resume (include expected salary) to :

The British Club
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Singapore 289761
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