

Events: Convention Manager

Job Title: Convention Manager

Organisation: British Association of Barbershop Singers (BABS)

Location: Remote with possible travel (expenses paid)

Employment Type: Voluntary

Reports to: Events Director

Application Deadline: September 20th

About the British Association of Barbershop Singers (BABS)

The British Association of Barbershop Singers (BABS) is a leading UK Organisation dedicated to promoting and supporting barbershop singing. Our mission is to inspire and cultivate a passion for barbershop harmony through education, performance, and community engagement. We are committed to fostering a vibrant and inclusive community where singers of all ages and backgrounds can thrive.

Job Overview

The BABS Convention Manager is responsible for the organisation of our Annual Convention. Reporting to and working alongside the Director of Events, they will lead a team of volunteers and also manage/liase with all external suppliers regarding the delivery of convention.

Key Responsibilities

- Planning and delivery of all aspects of BABS Annual convention.
- Organise a delivery team (for the approval/appointment by DOE) to support the planning and delivery of convention
- Develop a full operational schedule and weekend timetables
- Manage H&S and provision of First Aid
- Manage Budgets
- Manage Hotel contracts and Team/Guest reservations & bookings
- Manage Venue contracts and submission of information/documentation
- Drive marketing campaigns
- Work closely with C&J and particularly with Contest Admin
- Work closely with the Director of Finance regarding all aspects of event invoicing, team expenses & recharges
- Reporting of feedback, lessons learned and emerging issues.

***Convention Organisation**

- For a comprehensive overview, please refer to the [Convention Managers Check List](#)

- Potential qualifications you may have

*****Relevant Experience:*****

- Any large scale event planning, working with a six figure budget, is a plus
- Managing multi departmental teams, personally or professionally
- Passion for barbershop singing is highly desirable.

*****Skills:*****

- Strong interpersonal and communication skills.
- Ability to project manage

*****Attributes:*****

- Enthusiastic and approachable.
- Working well under pressure
- Creative and resourceful.
- Committed to promoting diversity, inclusion, and accessibility.

How to Apply

Please start a conversation via email with Shanna Wells, Chair of BABS, by September 20th. Use "Convention Manager Application" as the subject line.

The British Association of Barbershop Singers is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all members.
