

No Colour Bar: Black British Art in Action 1960-1990

Events Planning/Production Volunteering Roles

We have set out the full range of duties, so you can see where you could get involved. If you are interested in these roles, we encourage you to apply if you meet some of, but not necessarily all the requirements.

Purpose of role/ Key tasks and responsibilities

<p>Purpose</p>	<ul style="list-style-type: none"> • Working closely as a team on the planning and delivery of all events • Support for the events team manager, helping with the production of events through to completion and providing organisational and logistical support across a range of programme activities for the No Colour Bar: Black British Art in Action project • Co-ordinate venue management, caterers, equipment hire, etc • Produce detailed schedules, timelines, venues, staffing, briefing notes • Liaise on event-related matters, e.g. meet & greet VIP guests • Produce progress reports, events briefings and packs as required • Support the delivery of an events programme in a school, college or community setting • Co-ordinate and manage other event volunteers and guides • Record expenditure and work within set budgets • Liaise with marketing/communications colleagues to ensure the effective promotion of events including on social media channels • Organising the production of tickets, posters, catalogues and brochures • Man publications/book stalls • Carrying out post-event evaluation
<p>Probation</p>	<p>4 weeks</p>
<p>Requirements / Character traits</p>	<ul style="list-style-type: none"> • An enthusiasm for the Project • An interest in history, the arts, cultural heritage and diversity • Hands on experience of events planning and co-ordination, production logistics, live events, events marketing and promotion • Able to communicate effectively and persuasively with a wide range of people • Well organised, eye for detail and able to work when under pressure • Good IT skills and technical event/show production skills • Good interpersonal skills and a good telephone manner • Flexibility - you must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision, and be willing to work occasional evenings and weekends on events across the year • Should have a love for event management and provide excellent customer service • Build relationships effectively • Enjoy being hands-on • Grace under pressure
<p>General</p>	<p>We will:</p> <ul style="list-style-type: none"> • Support all volunteers with induction and training • Agree role objectives and provide volunteers with feedback when the role comes to an end

	Provide for travel costs for up to £10.00 per day (for a minimum of four hours)
Applying to FHALMA	<p>We are recruiting volunteers on a rolling basis, so please register your interest as soon as possible. Apply by either the Form (1) or a letter and CV (2):</p> <ol style="list-style-type: none"> 1. Fill in the No Colour Bar volunteer application form 2. Submit a brief statement about your interest in the project, outlining how your experience and skills meet the requirements of the role. Please include your CV. <p>We will be in touch within 7 working days. Confirm the role you are applying for in the subject header and email your application to: Manjit Ahluwalia</p> <p>Email: <u>nocolourbar.volunteer@gmail.com</u></p> <p>Visit www.huntleysonline.com/f-h-a-l-m-a</p>