

## **Bristol Women's Voice**

### **International Women's Day Producer**

Do you have the vision, ideas and energy to help us create an event which celebrates women across Bristol? Do you have the creativity to develop a space for Bristol women which can honour and explore the diversity and power of achieving women's equality?

Bristol Women's Voice is seeking a freelance producer/coordinator to deliver the annual International Women's Day event on 7<sup>th</sup> March 2020 at City Hall Bristol. This event has been run by BWV for 5 years and attracts a diverse mix of people, mainly women, from across Bristol. The attendance is in the region of 2000+.

The day is a celebration with a mixture of stalls, performances, workshops and discussions. The feedback in past years has been overwhelmingly positive. In the past we have provided a free crèche and transport provided from different parts of the city. Funding for these will have to be secured for the 2020 event.

We are seeking an experienced freelance co-ordinator who shares our passion for women's equality and providing an opportunity for diverse groups of women to come together, share experiences and celebrate.

#### **Key Responsibilities**

##### **1. To coordinate activities supporting the delivery of International Women's Day**

1. Work with Trustees and the Director on agreed themes, content and topics for the annual IWD event (on 7th March 2020)
2. Work with BWV partners to generate ideas and thinking around IWD
3. Identify and secure sponsors.
4. Lead on venue security, income generation on the day, food options, ensuring value for money and understanding accessibility issues.
5. Coordinate all artist/speaker/facilitator bookings and develop a programme of activity.
6. Liaise with the Volunteer Coordinator with regard to work priorities for the IWD intern.
7. Complete all administration associated with International Women's Day, using Eventbrite or similar booking applications.
8. Develop all promotional material for IWD, including use of social media to promote the event. Draft press releases as required.
9. Provide timely responses to queries from speakers, performers, press and attendees.
10. Work with the Volunteer Coordinator to recruit and support volunteers for IWD.
11. Manage the event to a budget and provide reports on spend as required.
12. Identify opportunities for funding, and make recommendations to the Director.
13. Lead evaluation of IWD, provide reports to the Director of BWV and recommend changes/improvements as required.
14. Produce a "lessons learnt" event report for the Board of Trustees and Director

*Experience can be demonstrated from employment or volunteering*

**Essential skills, experience and knowledge**

- A proven commitment to the aims and objectives of Bristol Women's Voice.
- Experience of managing, organising and promoting similar events involving diverse audiences and participants
- Excellent organisational skills
- Demonstrable experience of project management
- Excellent interpersonal and communication skills including experience of drafting press releases and working with various media.
- Excellent written communication skills
- Experience of using a range of online methods to engage and inform a wide range of audiences from varying backgrounds
- Ability to deliver work to an agreed budget and time schedule.
- Experience of MS Office programmes.
- Demonstrable time management skills, and the ability to work under pressure

The fee for this work is £5000 which includes any VAT due.

***Closing date***

To apply please send a CV and covering letter to [info@bristolwomensvoice.org.uk](mailto:info@bristolwomensvoice.org.uk) or by post to Brunswick Court, Brunswick Square, Bristol, BS2 8PE explaining how you meet criteria by demonstrating your key skills, experience and knowledge by Monday 23<sup>rd</sup> September 2019.

Late applications will not be accepted.

***Interview date***

We will shortlist applicants by Thursday 26<sup>th</sup> September.

Interviews will be held on Thursday 3<sup>rd</sup> October 2019.

If you would like to discuss the post, please contact Barbara on [barbara@bristolwomensvoice.org.uk](mailto:barbara@bristolwomensvoice.org.uk)