



# **Swindon Open Studios Committee Job Description**

## **Position Events Team Representative**

**Role Description** Represent the members (artists) and the Events Team at committee meetings. Manage the Events Team, who liaise with artists, and run all events.

The Events Team Representative attends all committee meetings. Working with the committee they make an events plan for the year and also present a report on the Events Team activity for the year at AGM.

### **Jobs carried out by this team are**

- Communication with artists, including callout and invites to events and meetings. Use mailerlite email system, the main SOS email, facebook private group, and messenger.
- Run all events
- Liaise with venues
- Provide support and training material about promoting the event for artists

### **Person Spec**

People person; good communicator

Able to motivate and delegate

Passionate about the Swindon Open Studios event (:~))

### **Expected time**

Attend one committee meeting per month (2 hours per month)

Tasks as agreed with the team - see ***Very important jobs list***, the rep will be working with the team to achieve above.

### **Remuneration**

This is a voluntary position