



## **EUMS Anniversary Coordinator**

Edinburgh University Music Society seek to appoint an Anniversary Coordinator to oversee the running and delivery of celebrations for the 150<sup>th</sup> Anniversary of the Society

### **Roles and Responsibilities**

The coordinator will work closely with the Committee, ensuring their vision for the Anniversary is realised.

The successful candidate will work with the EUMS Publicity Manager to create an effective marketing campaign for the Anniversary.

The appointed candidate shall work with the EUMS Sponsorship Manager to find appropriate and lucrative opportunities for outside bodies to support the society.

A budget is created and maintained by the EUMS Treasurer, but the coordinator will advise and help manage how and where money is spent on the Anniversary.

The appointed candidate, along with the EUMS Treasurer shall be responsible for ensuring that all invoices and bills are paid in good time.

The appointed person shall organise all Front of House and Box Office operations, or management of these through an appointed individual. They shall confirm these arrangements with the committee in good time.

The coordinator shall be responsible for press releases and contacts.

The successful candidate shall maintain regular contact with the venue leading up to and during the performance.

### **Time Commitment**

The role will commence immediately following interview and run until the end of 2017.

Regular attendance at meetings is important and the coordinator will be expected to be available for email and telephone questions.

It is vital that the successful candidate makes him/herself readily contactable by members of the committee and conductors.



### Requirements Essential

- Time Management – Essential as we have limited time and aim to create and deliver the concert and associated celebrations.
- Communication skills – The Coordinator is the point of contact and 'face' of the Anniversary Celebration to the public: a love of meeting and greeting members of the public and an ability to sell is vital.
- Ability to work to a budget.
- Previous experience organising large-scale music events
- Leadership Skills
- Ability to Sell – a huge part of the coordinator's job is to be excited about and sell the Anniversary celebration to the public, they should have ideas on the best ways of doing this.
- Experience dealing with press.

### Requirements Desirable

- Experience of event management
- Appreciation of Music.
- Experience of producing theatre.

### Application Process

Applications for or queries about this position should be sent to the EUMS President by email ([president@eums.org.uk](mailto:president@eums.org.uk)).

Applications should include a cover letter and a CV stating any relevant experience.

The deadline for applications is 10<sup>th</sup> March 2017 5pm. Interviews will be held the following week.