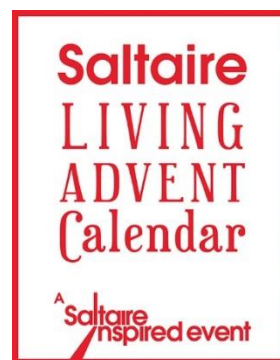


Saltaire Living Advent Calendar Co-ordinator

August 2021

This role presents a great opportunity to join the Saltaire Inspired team in this new and exciting role created to co-ordinate the growth in community involvement in this popular event.



Key Function and Responsibilities

- Co-ordinate and attend the Living Advent Calendar (LAC) team meetings
- Liaise with the window participants to agree each household's opening date and to provide details and information about the event
- Work with the Marketing Manager to produce marketing materials
- In conjunction with the Marketing Manager, liaise with media contacts to co-ordinate articles, interviews and features
- Plan a launch/workshop evening for the participants
- Oversee sales of the LAC Christmas Cards and other merchandise
- Work with the Marketing Manager and LAC team colleagues to collect information and photographs during the event for promotion via social media
- Work with the Event Manager in the production of any professional artist and exhibitions projects at the LAC
- Work with the Event Manager to explore new potential Partners and co-ordinate the resulting window exchange opportunities
- Attend SI Board meetings and provide activity updates as required

This role will run from September 2021 - January 2022, and a fixed fee of £700 is offered for the role as outlined.

Essential Skills/Experience

Skills/Experience	Assessed via
Strong communication skills – both written and verbal	Application / Interview
Familiar with the community of Saltaire, its history, layout and community groups	Application / Interview
Excellent organisational skills	Application / Interview
Good computer skills, including excel, word and e-mail	Application / previous training
Knowledge of marketing processes and media	Application / Interview
Ability to work alongside other freelancers and trustees – often at distance	Application / Interview / References

Dates

Application Deadline: Wednesday 15 September, 12 noon
Interviews: Friday 24 September, in Saltaire
Start date: Immediately on appointment (late September)

To Apply

Send CV and covering letter outlining your relevant experience and interest in the role to team@saltaireinspired.org.uk. Applicants will be contacted by email after the closing date.