



Friends of Silsden Town Hall

(a registered charity)

Events & Publicity Co-ordinator

Friends of Silsden Town Hall (FOSTH) are looking for someone to coordinate events and publicity and play a vital part in the future of entertainment and community engagement in Silsden.

We have a mixture of festivals, acts, performances, etc. booked in to our current programme which stretches into 2020 and are looking for an individual to join us to make it as successful as we believe it will be.

Personal Qualities:

The successful applicant will have the following –

- A positive and supportive attitude towards volunteers who help create the special atmosphere we offer at Town Hall events.
- Good organisation skills with a get things done attitude
- Strong Communication and Presentational Skills
- A commitment to working with FOSTH policies and procedures.

Tasks/Roles:

The successful applicant will be able to demonstrate experience of the following –

- Creating profitable events
- Publicising those events through updating our Wordpress website (training offered if needed)
- Using social media and public relations to promote our events programme
- Managing various types of event
- Managing personnel before, during and after events
- Liaising with Agents, Performers and 3rd parties
- Collaborating with other groups putting on events in the town hall
- Chairing events group meetings

Contract up to 16 hrs per week £10 P/H – We intend to apply for funding for the post once the successful applicant has started in order to develop a strong application centred around actual duties. Success of the post will also lead to increase in hours / salary.

To apply, please send a copy of your CV with a covering letter explaining how you are the best fit for this new role and exactly what we are looking for. Write to Paul Kilgallon, Trustee at paul@silsdentownhall.org.uk or write to Paul at the Town Hall.

Deadline – Friday 31 May 2019