Wired4Music Event Producer and Campaign Assistant

We are looking for a young leader aged 18-25 to support the planning and production of Wired4Music events and assist on the manifesto campaign whilst we recruit a new Programme Coordinator. This is an amazing opportunity to work at the heart of Wired4Music. Duties will include:

- organising planning meetings with Wired4Music members and creating production schedules

- identifying and liaising with venues and guests for council meetings and events

- attending events and supporting other Wired4Music members in their activities

- assisting with the Wired4Music Manifesto campaign incl. meetings and administration

- supporting the Programme Manager with any other duties.

What we are looking for

You will have a passion and dedication for promoting and representing Wired4Music with previous experience of our meetings, events and other activities. You will be well organised and highly self-motivated. You will be a good listener and team player who can encourage other Wired4Music members.

Further details

This temporary role is offered at three days per week (21.6 hours) @ £65 per day (London Living Wage). The role will initially run for 8 weeks from August - September 2014. There is a possibility of extending the role (to be confirmed). Job share between two members will be considered.

Office hours are 10:00-18:00. Please note that days and hours will need to be flexible - you will be working in the office and out at events and meetings including evenings and weekends. The schedule will be decided with the Programme Manager. As part of this role, you will receive an induction, training and a Disclosure and Barring Service check.

How to apply

To apply for this position, please email lawrence@sound-connections.org.uk with your name, contact details and answer these three questions in no more than 500 words:

- what Wired4Music means to you
- your previous events and campaign experience
- why you would be a great Wired Events Producer and Campaign Assistant