



mslexia

MSLEXIA PUBLICATIONS LIMITED

EVENTS MANAGER (PART-TIME)

JOB DESCRIPTION

Mslexia, the magazine for women writers, needs an experienced all-rounder to manage its highly successful Mslexicon women's writing weekend, scheduled to take place in July 2020. The freelance contract will run from 1 November 2019 to 31 July 2020, with total days worked equating to 50% of a full-time contract.

The role involves taking major responsibility for the planning and delivery within a given budget of three days of talks, workshops, panel discussions, networking events, plus gala events with commissioned performances. Other elements in the role include venue hire and catering; tech organisation for digital and other elements of the programme; liaison with and accommodation for participants, artists and speakers; recruitment and supervision of volunteers; regular progress updates and concluding with a detailed final report.

The Events Manager will work closely with the Editorial team to develop the programme and identify, approach and arrange contracts with suitable speakers; and with the Marketing team to promote the event, establish an appropriate website presence, and develop and deliver a sponsorship plan.

PERSON SPECIFICATIONS

- exceptional and systematic organisation ability
- excellent written and spoken communication skills
- outstanding time-management skills
- experience managing a budget
- experience managing large-scale events
- marketing experience
- confidence with the usual computer programmes (Word, Excel, Trello, etc.)
- experience with managing junior staff and/or volunteers
- familiarity with the arts environment plus extensive contacts book

Mslexia Publications Limited aims to be an equal opportunity organisation and welcomes applications from people from all backgrounds and circumstances. The core staff team currently consists of eight full- and part-time women. Each has her

own sphere of responsibility and expertise, but there is considerable flexibility and overlap of roles to allow staff to shadow and help one another during busy periods.

TERMS

This is a fixed-term freelance contract running from 1 November 2019 to 31 July 2020, working flexibly according to the demands of the project. The £14,000 budget for the contract (including VAT if applicable) allows for an average of around two and a half days per week during the project period, but it is envisaged that this average will fluctuate. (The £14,000 fee is equivalent to a full-time annual contract of around £35,000.)

The Events Manager would ideally work from the Mslexia office, but remote working plus regular face-to-face meeting days is also a possibility. Mslexia is based in the centre of Newcastle upon Tyne and Mslexicon will probably take place in either Leeds or York. Mslexicon is supported by Arts Council England. You can find out more about Mslexia's activities and ethos on the website www.mslexia.co.uk.

HOW TO APPLY

Please send a CV and covering letter outlining your relevant experience to the Administration Coordinator Kay Hadden, kay@mslexia.co.uk

Closing date: 30 September 2019

Interviews: 7 October 2019