



The vision of the **Irish Georgian Society** is to conserve, protect and foster an interest and a respect for Ireland's architectural heritage and decorative arts (from all periods).

The London branch is looking for an enthusiastic volunteer who would be pleased to take over the Events Co-ordinator role.

We arrange numerous (c.16-20) events each year, including lectures, walking tours, historic houses visits, dinners, parties and weekend visits. At these events, we learn about historic buildings/ places or if it is social event we host these in historic settings. Most importantly, we aim to have fun with like-minded people.

In addition, any money raised from these events goes towards grant aiding conservation works of historic buildings in Ireland.

Events Co-ordinator (Overview)

The main role of the events co-ordinator is to oversee the events for the year, liaise and manage event organisers as necessary, control the Eventbrite system, and organise a small number of events a year.

We are looking for someone who is:

- Really organised
- Very efficient
- and somewhat tech savvy

The time required for the job varies through the year, ranging from a handful of emails during the week to more concentrated time around the period of the events listing production (which takes a few days). It also requires attendance at 4 committee meetings a year, which take place on weekday evenings.

Events Co-ordinator (Main Responsibilities)

The role involves:

- Plan the events calendar for the forthcoming year and space out the event dates and types accordingly;
- Liaise with the Committee Chair as necessary, for example discussions relating to the events calendar;
- Lead on discussions of events plan at committee meetings, keep a log of events ideas and suggest these if necessary, and suggest any additional event-related topics for committee meetings, as necessary;
- Arrange two events a year (Saint Patrick's Day and Summer Party) – can be more if desired;
- Arrange for individual committee members to run the events and liaise with each event organiser as required, for example costs, timings, transport etc.;
- Manage event organisers to ensure that events are organised and the associated information is provided on time;
- Gather text for the events listing (produced twice a year) from committee members, proofread the text and ensure all information has been provided - send to the Committee Chair for further proofreading and compiling of the document;
- Produce ticket prices for each event based on costs for each event and profit margin, liaise with the Committee Chair as required;
- Arrange for final events listing to be printed – needs to be sent out minimum 4 weeks before the first event;
- Coinciding with the events listing, input all event information onto Eventbrite (the online ticket management system);
- Receive IGS London emails and answer those relating to events, otherwise forward on to relevant people;
- Receive cheques – and log onto Eventbrite - from members who are not comfortable paying online;

- Monitor Eventbrite and liaise with each event organiser regarding attendee numbers - if low ask Dublin office to send out additional email reminders;
- If in attendance, provide support on the day of the event as necessary;
- After each event, produce financial excel spreadsheet from Eventbrite and send to event organisers to complete;
- Liaise with the Committee Chair and event organisers about anyone that should be thanked.

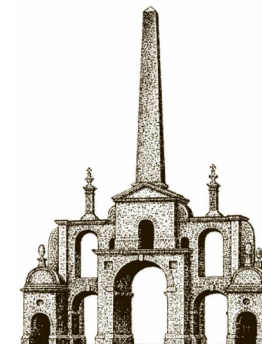
Start Date: January 2020.

If you are interested, please send a paragraph describing your interest in the role and how you would suit the position, which should ideally be supported by a CV.

Applications to be sent as follows:

Email: igslondonvolunteering@igs.ie

Closing Date: Thursday 21st November



**Irish
Georgian
Society**