



Job Title: Regular Events Coordinator

Starting: June/July 2012

Hours: 5 - 8 hours a week

Salary: Voluntary

Location: London

Closing Date: 1st May 2012

In The Dark is looking for a committed and enthusiastic Events Coordinator to join our Regular Events Team.

Recently featured in Time Out's 2012 Things To Do In London, In The Dark has been holding its monthly listening events in various venues throughout London for nearly 2 years. In that time it has created a unique and valuable place for itself within the cultural landscape in London as well as within the radio and audio industry in general. With some of the best radio producers participating at all levels - as curators as well as audience members - In The Dark offers a great opportunity to build invaluable industry contacts while getting to learn about and hear ever more great audio and radio from around the world.

Role Description

As InThe Dark begins to take on new projects, it is becoming increasingly necessary for the Regular Events to have its own dedicated personnel to ensure that they run smoothly and regularly.

Each of our regular events is run by a different Event Organiser. These are all volunteers, many of whom will be also working in other areas of In The Dark.

The role of the Regular Events Coordinator will be to liaise between Event Organisers and the Manager to ensure that the year's programme (and each individual event) are organized and cost-effective. Over time you will be expected to take on more responsibility in the overseeing of the regular events programme.

Regular Events Coordinator's Responsibilities Include:

1. Keeping an up-to-date diary of the regular events year ahead
2. Attending and note-taking at all relevant meetings
3. Liaising with Event Organisers to ensure that their events are on track and reporting back to the Manager

4. Responsibility for the cash float and reconciling the events' cash budget at the end of each event
5. Input into programming

Requirements

You do not necessarily need any prior event coordination experience, however you will need:

1. Enthusiasm and a willingness to learn and adapt and help shape a newly defined role
2. An interest in InThe Dark and the work that we do, with a particular interest and commitment to our Regular Events
3. Excellent organisational skills
4. Ability to coordinate and communicate effectively with others, and the desire and potential to manage others
5. Ability to manage budgets
6. An active interest and knowledge of creative radio in the UK and abroad

To apply:

Send a C.V. and covering letter to: nina@inthedarkradio.org