

We're hiring! – Event Manager and Volunteer Co-ordinator for Sangam Festival

Are you a people person with excellent organisational skills? Do you manage volunteers well and galvanise them into action? Maybe you're returning to work after a break, a freelancer looking for a new contract or an individual looking for a new exciting opportunity.



We are looking to recruit a part-time freelance Event Manager and Volunteer Co-ordinator for three months from June - August 2022 following the success of our 2021 festival.

So who will you be working for, what is Sangam Festival?

Sangam Festival is a ground-breaking festival of heritage, arts and culture, which takes place annually in venues across Kirklees and online, in the run up to and during South Asian Heritage Month (18 July – 17 August). <https://sangamfestival.co.uk/>

The festival comprises heritage projects alongside events and activities that celebrate South Asian arts and culture. It is delivered by Huddersfield-based social enterprise Communities Together (<https://communitiestogether.org.uk/>) with support from sister company Radio Sangam.

The role

Working closely with the Festival Manager, your role will comprise:

- Managing our volunteer team, including contacting existing volunteers and conducting introductory discussions/meetings with new volunteers to identify their availability/skills etc.
- Creating a spreadsheet for events that need stewarding; booking volunteers to cover these events.
- Arranging for volunteers to attend training sessions and attending yourself.
- Following instructions from the Festival Manager to help set up events and manage them on the day.

You will be:

- An excellent communicator, personable and good at motivating others.
- Organised, reliable and conscientious
- Interested in and ideally knowledgeable about South Asian heritage, culture & arts
- Able to work autonomously and in tandem with the Festival team
- Available for evening and weekend work in the run up to and during the Festival dates
- Ideally based in the Kirklees area

Timeline:

Apply by: 5pm Tuesday 10 May
Interviews: Thursday 19 & Friday 20 May
Decision by: Monday 23 May
Start date: Monday 6 June
Contract ends: Friday 26 August

Pay: £20 an hour

Expected hours, averaging approx. 15-20 a month
To be invoiced on the last day of June, July & August.

To apply

Please send your CV and a covering letter or email (no more than one side of A4 or the equivalent, up to 350 words) outlining what you would be able to bring to this role, to: michelle@sangamfestival.co.uk by 5pm on Tuesday 10 May.