

Vacancy

Events & Programming Coordinator

Part-time, freelance role

32 hours per month (approx. 1 day per week)



We are hiring an organised booker to oversee our programme, managing our calendar and supporting our collectives to further expand the diverse range of events that take place on site.

About DIY Space for London

DIY Space For London is a social centre located at Unit 1-2, 96-108 Ormside Street, just off Old Kent Road in South East London. We operate in a large converted warehouse building where we have built a 165-capacity performance room, low-cost creative facilities and a community meeting work and social room. We are a cooperative business with a non-hierarchical model based on mutual aid and cooperation. We run on a members' club model so that everyone has equal say in how the place is run, promoting the ideas of mutual aid (helping each other) and cooperation (working together.) Providing a welcoming space for everyone, especially those whose voices and contributions are not always amplified, is a top priority. ► diyspaceforlondon.org

About the opportunity

As a volunteer-powered cooperative organisation, we recently undertook a review of our organising systems to overhaul how we work. This role is one of four new part-time freelance positions which have been created to support our volunteer collectives and two existing paid finance workers, and to ensure we are meeting our legal, ethical, safety and social responsibilities.

Role Details

- Duration** 32 hours per month (approx. 1 day per week)
- Fee** £12.50 per hour + expenses as agreed (equivalent: £400 per month)
- Contract Type** A 12 month contract with 3 month and 6 month review. This is a freelance, self-employed role, so contractor is responsible for their own taxes and national insurance.
- Location** We are located off Old Kent Road, South London—Unit 1+2, 96-108 Ormside Street, London, SE15 1TF—with the majority of day-to-day tasks being location specific.

About the role

The Events & Programming Coordinator will be the primary point of contact for individuals and organisations looking to book different areas of the space for various uses such as live music events, film and documentary screenings, talks, workshops and meetings. You will also generate ideas for 'in house' events, programming interesting new events and support the existing Programming Collective to make them happen. You will be the ongoing point of contact for prospective bookings, meeting people on site for walkthroughs of the space and promoting our facilities to members of the local community.

You will develop, reengage and cultivate productive relationships with a broad range of community groups, members, event organisers, promoters and booking agents to increase activity of all types throughout the space, re-engaging those who have used the space before. You will develop an understanding, with the support of the Finance Team and the Bar & Licensing Coordinator, of how our programme of events provides a basis for our major source of income, and create a consistent programme that helps us to balance income generation with providing a platform to events which fundraise or provide a space for marginalised groups and important causes. You will also be responsible for enacting actions decided by the collective. We are keen to expand the communities that attend and use DIY Space for London, which will require you to be comfortable reaching out to different types of event organisers, promoters and community organisations to achieve this.

You will provide a comfortable lead time for the confirmation of a monthly programme to allow successful external promotion and internal communication to volunteers, whilst also keeping our internal calendar / rota, social media listings and website consistent and up to date. You will also be required to liaise with the rotating designers of our monthly listings materials, ordering the listings and arranging their paid distribution. You will liaise with the Volunteer Coordinator regarding volunteer requirements for events factoring in such elements as event lengths, expectations of attendance / capacity, special requirements as well as liaising with the Bar & Licensing Coordinator on the application of TENs (Temporary Event Notices).

Predominantly in liaison with the Volunteer and Bar & Licensing Coordinators and the Finance team you will develop systems and processes to improve the ease and speed of the enquiry and

booking process for prospective promoters etc., as well as all internal processes for volunteers. You will be responsible for the provision of all event payee information to the Finance Team. You will also be accountable for the provision of any relative income and expend documentation (receipts, invoices etc.).

Person Specification

You will be a positive person with a strong sense of community who is happy working independently, building and reforming systems and very happy taking and giving constructive feedback. You will be committed to using your skills towards a broader social goal. We are looking for a motivated, reliable and well-organised person to jump right in to your area of work, helping to develop and implement new systems, tools and cultures.

Consulting closely with a range of volunteers, you will be happy working both independently and in collaboration with those in our other paid roles alongside the support of our Committee (our equivalent to a board) to enact positive change.

Essential Criteria

- ◆ Impeccable communication skills
- ◆ Experience in event-booking, promotions or events running/management
- ◆ Outstanding organisational and administrative skills, and excellent attention to detail
- ◆ Ideas and energy for building a sustainable, diverse and both financially and culturally profitable programme of events
- ◆ Experience or equivalent experience of cultivating and developing productive relationships with existing and external bookers of a space or venue
- ◆ An understanding of the values of DIY Space for London

Desirable Criteria

- ◆ A proven track record of programming a venue, cultural space or similar arts centre
- ◆ Existing relationships and networks with community organisations, music promoters, and other related arts and cultural bodies
- ◆ Social media and online promotions skills
- ◆ Previous experience attending or volunteering at DIY Space for London
- ◆ Knowledge of the way DIY Space for London and/or other volunteer-run social centres or community spaces work
- ◆ Active Membership of DIY Space for London

How we work

DIY Space for London Ltd is a volunteer-powered space with a flat non-hierarchical structure. A range of fluid collectives have traditionally undertaken the day-to-day operational work involved in the space, while the committee is responsible for the bigger picture. This structure is being reinforced under three main areas: DSFL Design, DSFL Events and DSFL Operations. These teams will communicate via Slack, and attend a monthly Team Meeting at which coordinators will be expected to attend and provide updates. Their primary role is to enact the decisions of the collectives, make any suitable devolved decisions and providing feedback on progress and new initiatives.

We acknowledge the tensions inherent in mixing volunteer and paid labour and are committed to ensuring that freelance workers feel supported in their tasks whilst supporting those continuing to work voluntarily, in a mutual way.

How to apply

We want to make it as easy as possible for you to apply for this freelance role, but whichever method you choose below, **we will shortlist based only on how you meet the criteria above**, so please be specific!

Please apply via one of the below methods to committee@diyspaceforlondon.org

- 1 Email us a statement of no more than 600 words** outlining how you meet each of the criteria of the role. (If you would like, you can also attach a CV/Resume, but this is optional).
- 2 Attach a CV/Resume to an email.**
- 3 Send us a video or audio recording no longer than 4 minutes** via a link (uploaded to Youtube, Vimeo, Soundcloud or other platform).

We especially encourage applications from people who are marginalised due to race, class, gender, sexuality, disability, neurodivergence, or any other aspect of who they are. DIY Space for London is a wheelchair accessible building and we will always do our best to prioritise and account for your access needs. Please email us with any questions or help you might need to apply, for whatever reason that may be, and we will do our best to meet them!

Timeline

APPLICATION

We will accept applications between 19th August and **6pm on 16th September 2019**.

INTERVIEW

1hr face-to-face interviews will take place at DIY Space for London on **23rd, 24th or 25th September 2019**. Your interview panel will comprise of a DIY Space for London committee member, a collective member and our freelance finance worker.

SELECTION

We will notify successful candidates on **27th September 2019**.

Any Questions?

Whatever your question may be, please email us at committee@diyspaceforlondon.org

