

MUSEUM OF THE BROADS

Role Title

Volunteer Events Co-ordinator

Principal Function

To organise and promote yearly Events for the Museum (one per month during season. The Events Co-ordinator oversees an Events team and reports to the Museum's Trustees.

Duties

- To work as part of a team to co-ordinate a programme of events to promote the Museum, bring in a wider audience and increase revenue
- To liaise with relevant groups and organisations
- To contact and invite individuals to attend Museum Events
- To attend functions, distribute posters and flyers to promote Museums events
- To keep a data base of individuals and their contact numbers for each event
- To oversee and attend Museum events
- To ensure enough Volunteers are available for the smooth and safe running of an Event
- To inform Falcon organiser when Falcon and a crew is needed
- To thank all those volunteers, Societies and Individuals involved in each event