



**Tales of the Riverbank Coordinator**  
*Job Description*

*Tales Budget: £2750*  
Coordinator Honorarium: £700

Role's chief responsibilities:

- Liaise with Sadie Green, last year's coordinator then update 2015 paperwork including: event leader contracts, events call-out, visitor comments sheets
- Distribute call-out for workshop ideas, guided walks and talks through email, social media, selective websites and local media; include contacting all of last year's event leaders and supporters
- Contact all of last year's venues\* to seek and hopefully confirm their involvement in 2016
- \* Last year we relied heavily on Bideford Arts Centre who were very generous with room hire pricing which may not be the same this year therefore seek out new venues for talks and workshops in addition for this year – liaising with venue hosts
- Liaise with CBBC to select Event Leaders for Tales 2016
- Liaise with Way of the Wharf project leader
- From Event Leaders description write content and add Tales events to Eventbrite
- Make a Facebook 'event' for each Event and promote through sharing in FB Groups and invitation
- In liaison with webmaster, synchronise Tales Events across BBC website, Facebook and Eventbrite
- Liaise with designer in the making of a poster
- Write and publish press releases for social media, selective websites and local media
- Organise project launch and invite guests
- Add Tales 2016 information to BBC website under projects and events
- Monitor bookings and liaise with event leaders re numbers booked and sending participant lists
- Make contact with, brief and organise volunteers
- Deliver and collect donation boxes
- Manage Tales budget, process invoices in liaison with the treasurer
- First point of contact for workshop leaders, speakers and walk leaders
- Collect feedback and public comments from participants and evaluate project

*timeline*

By end of March

1. Update 2015 paperwork including: event leader contracts, events call-out, visitor comments sheets
2. Distribute call-out for workshop ideas, guided walks and talks through email, social media, selective websites and local media; include contacting all of last year's event leaders and supporters

End of April

3. Contact all of last year's venues\* to seek and hopefully confirm their involvement in 2016
4. \* Last year we relied heavily on Bideford Arts Centre who were very generous with room hire pricing which may not be the same this year therefore seek out new venues for talks and workshops in addition for this year – liaising with venue hosts
5. Liaise with CBBC to select Event Leaders for Tales 2016

End of May

6. From Event Leaders description write content and add Tales events to Eventbrite
7. Make a Facebook 'event' for each Event and promote through sharing in FB Groups and invitation
8. In liaison with webmaster, synchronise Tales Events across BBC website, Facebook and Eventbrite

9. Liaise with designer in the making of a poster
10. Write and publish press releases for social media, selective websites and local media
11. Add Tales 2016 information to BBC website under projects and events

Mid-June

12. Organise project launch and invite guests

**Tales of the Riverbank dates approximately: 2<sup>nd</sup> July – 31<sup>st</sup> August 2016**

13. Monitor bookings and liaise with event leaders re numbers booked and sending participant lists
14. Make contact with, brief and organise volunteers
15. Deliver and collect donation boxes
16. Manage Tales budget, process invoices in liaison with the treasurer
17. First point of contact for workshop leaders, speakers and walk leaders
18. Collect feedback and public comments from participants and evaluate project