

## **Bi Pride UK - Deputy Back of House Manager (Volunteer - September Event)**

Bi Pride UK

**Ideal time commitment:** approx. 25 hours per month, increasing nearer to our annual flagship event in September 2019; flexible

**Responsible to:** the Stages Manager and Back of House Manager

Bi Pride UK is a newly registered charity which aims to create public, high-profile spaces for the celebration of the bi community and anyone who experiences attraction beyond gender, addressing an existing lack of bi-specific celebration at many Prides across the country.

The Deputy Back of House Manager (September Event) will be part of the Production and Events team, supporting the Events Manager to deliver the flagship Bi Pride event and its content to raise visibility and awareness of people attracted beyond gender. They will also support the team, assisting on recruitment and tracking budgets.

The Deputy Back of House Manager (September Event) will be volunteering remotely, but being London-based would be an advantage. Our committee meetings take place via conference call on the third Monday evening of every month, and we hold fortnightly Production and Events team conference calls on Wednesday evenings. All reasonable expenses incurred are reimbursed.

### **Main tasks:**

- Leading on delivery of Bi Pride UK's flagship September event
- Liaising with internal stakeholders to design the September event
- Building effective working relationships with the September event's external stakeholders
- Supporting the Back of House Manager to track the budget for September's flagship event
- Supporting the Stages Manager to recruit the core Production and Events team
- Supporting the Production and Events team, and the wider committee, as required
- Supporting the Back of House Manager with tech, lighting, and sound.
- Prepare instructions and a timeline for the Back of House Manager
- Prepare detailed notes for the Back of House Manager to follow.
- Support the set-up of the event
- Facilitate communication between Back of House and Front of House

### **Volunteer specification:**

- Interest and passion for tackling discrimination against and improving the visibility of people in the UK who experience attraction to more than one gender;
- An understanding of the needs of bi people and communities in the UK;
- Commitment to the aims and objectives of Bi Pride UK;
- Strong time management, organisational and administrative skills;
- Experience of event management
- Experience of engaging with a variety of stakeholders, including those who use the services and those who financially support the events or projects;

- Meticulous attention to detail;
- Ability to self-motivate when working remotely;
- Strong written and oral communication skills.
- Effective team-working skills and ability to motivate others

The Deputy Back of House Manager (September Event) will need to declare any current conflicts of interest.