

## **Bi Pride UK Volunteer Bar & Catering Manager (September Event)**

**Ideal time commitment:** approx. 10 hours per month, increasing nearer to our annual flagship event in September 2019; flexible

**Responsible to:** Event Producer, Assistant Event Producer

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 Volunteer Bar & Catering Manager (September Event) will be part of the Events team, supporting the Event Production Team and Managing the Bar & Catering Vendors at the Event.

The Bar & Catering Manager will be initially working remotely but being close to London and previous experience in hospitality advantageous. 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:**

- Liaising with Event Producer & Asst. Event Producer for requirements for and from Caterers.
- Be point of contact for Bar Staff & Caterers questions prior to the event.
- Communicate rules, timings and restrictions of Event with all Bar Staff & Caterers prior to event.
- Allocating catering spaces with support of Event Producer & Asst. Event Producer.
- Be point of contact for Bar Staff & Caterer's on the day.
- Responsible for on the day Bar Staff & Bar Staff training prior to event.
- Responsible for Bar supplies.
- Financial supervision of all transactions & profits.
- Supporting the Production and Events team, and the wider committee, as required.

### **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 project management, especially complex problems.
- Experience of administration and coordinating teams.
- Excellent IT skills, including spreadsheets, word processing and presentations.
- Meticulous attention to detail.
- Ability to self-motivate when working remotely.
- Strong written and oral communication skills.

The Volunteer Bar & Catering Manager (September Event) will need to declare any current conflicts of interest.

**To apply, please send a CV and covering letter to [event.producer2@biprideuk.org](mailto:event.producer2@biprideuk.org) by 30th June 2019.**

**The position is open to anyone over the age of 18. We welcome applicants from all backgrounds, especially minority groups such as applicants of colour, trans and non-binary applicants and disabled applicants.**

**Bi Pride UK is aware of the barriers that can be faced in gaining traditional work experience, particularly for BAME, disabled and trans people. We will give weight to this and encourage people when applying to consider caring responsibilities, including parenthood, volunteering, and other non-paid experiences and responsibilities when making their application.**