



Show Programme Coordinator

The Show Programme Coordinator is responsible for overseeing and coordinating the production, printing, and pre-show distribution of the Show Programme. Tasks involved include:

- Liaising with the Show Coordinator and Graphic Designer to review and update the Show Programme for the current year;
- Reviewing and updating the Show Programme Brochure in collaboration with the Show Coordinator so that it is relevant for the current year;
- Contacting local businesses to establish whether they wish to advertise in the programme, sending them the brochure, liaising with them to book their advertising space and send their advert;
- Liaising with the Treasurer and /or Show Coordinator to arrange for invoices to be sent out and following up any unpaid invoices as required;
- Confirming the final version of the programme and giving permission to go to print;
- Once printed, arranging for boxes of programmes to be delivered to the Reading Room and liaising with the team to organise for pre-show distribution, coordinating the effort to distribute up until show-day;
- Ensuring that entry gates have sufficient stock to hand out to visitors and liaising with the Entry Gate Team Leader to ensure that they have access to stock;
- Contacting those who advertised following the Show to thank them and advise of the Show's success;
- Keeping good records to use as a starting point for the next event.

In order to carry out these tasks effectively, the following attributes are required:

- Ability to work to a deadline;
- Good people skills, be comfortable with contacting local businesses & suppliers to ask them to consider placing an advert;
- Good organisation skills to pull together the programme in collaboration with others;
- Ability to proofread text and spot errors, good attention to detail;
- Ability to update an excel worksheet;
- Able to work collaboratively as part of a team whilst being able to take the initiative when required;
- Availability to attend as many of the committee meetings as possible. These are usually held on the second Monday of January, March, and May and towards the end of June

The time commitment anticipated for this role is approximately 30 hours between January and the print deadline (which is usually April).