



## **Norwich Pride Volunteer Call Out**

### **Deadline for applications: 17 November 2021**

### **Programme Lead**

Programming, entertainment and our artists are a big part of Pride day, along with being featured at many other Pride events throughout the year. We're after someone who can be a keen player as part of the team, connecting with local (and national or international) artists, so they can be part of our celebrations.

#### **Requirements**

- Experience and knowledge of the entertainment sector, as performer, programmer or event producer.
- To be familiar with the processes of recruiting, contracting and managing performers and artists.
- To be an excellent communicator and team player.

#### **Responsibilities**

- To manage the call out, contracting and programming of artists for the main stage, secondary stages and other activities of Norwich Pride.
- To be the primary contact for artists and/or their management for details regarding their event appearance from logistics, technical riders, shape of the event and understanding of Norwich Pride Values.
- To confirm artists' copy material, links and images for event promotions and engagement.
- Ensure programming decisions are confirmed by the Chair before any confirmations are made.
- To work within agreed budgets and build in-kind support.
- To organise and brief a team of stage managers for the event.
- To lead the Programme Team and deputise for roles within it when needed.
- To thank all artists and management involved after the event and build new and develop existing relationships with them.

#### **Line management and support**

- You'll be part of the Organising Team and line-managed, supported and guided by the Chair.
- You'll be liaising with all the other teams.

- You may be asked to deputise for other members of the team in order to assist the Management Group.
- The successful applicant will be supported with an induction process with a probationary period to include a 3 month and 6 month review of suitability and progress made.

All those interested in volunteering and working with Norwich Pride must agree and advocate the Values of Norwich Pride, which can be found [here](#).

Norwich Pride is a Charitable Incorporated Organisation, and all our activity complies with our charitable objectives, best practice and Charity Commission guidance. This includes our own policies and protocols of the organisation.

### **How to apply**

The two forms you need to complete are the Volunteer Specific Role Application Form and our Diversity and Inclusivity Form.

The links for the two forms can be found on our Volunteer page:

[www.norwichpride.org.uk/volunteer](http://www.norwichpride.org.uk/volunteer)

*\*The Diversity and Inclusion Form is anonymous and is filed separate and will not affect your application.*

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If you require the application forms in a different format (e.g. large print Word document or would prefer speaking your application through over the phone or via an online meeting, please contact Joe using the email link below.

If you have any questions about this role and the application process, please contact Joe, our Chair.

Email: [joe@norwichpride.org.uk](mailto:joe@norwichpride.org.uk)

**For more information about Norwich Pride, click [here](#).**

We're passionate about creating an inclusive team that promotes and values diversity, which can help empower underrepresented voices. This passion runs through all of our work with equality of opportunity regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or Civil Partnerships.