

## **Terms of Reference for a temporary, part-time event coordinator**

**Reports to:** business and sustainability programme manager

**Based:** at **tve**'s office at 18 Victoria Park Square, London E2 9PF

**Summary of contract:** **tve**'s main fundraising event of the year will take place at The May Fair Hotel on Monday 18 November. It includes a formal awards ceremony on stage, a networking drinks reception, and a three-course gala dinner. As a confident and highly organised person you will work closely with the business and sustainability programme manager and the executive director on auction and raffle prizes, administration and coordination of tickets and tables, sourcing content for and assisting with the production of brochures, coordination of the receptions and dinner on the night, and to help ensure that all loose ends are tied up after the event.

### **Deliverables:**

- 1) To contact previous donors of auction and raffle prizes saved in our database and approach them for prizes again this year, alongside making new approaches in order to secure a selection of prizes in the months leading up to the Awards night.
- 2) To collect or commission any outstanding content for the awards brochure.
- 3) To oversee the two brochures' production schedule, ensuring Cheryl, Lucy, and outside providers (eg sponsors and advertisers) are producing content, dummies or edits in time and to deadline, and sourcing content yourself where required
- 4) Ensuring the brochures are printed in a way that cost is kept to a minimum and delivery is on time.
- 5) To answer phone calls about the awards and deal with queries
- 6) To liaise closely with the business and sustainability programme manager to create and maintain accurate guest lists and create an accurate table plan for display at the dinner
- 7) To coordinate volunteers who will fulfil duties on the night of the event
- 8) To produce badges for key guests and attendees
- 9) To send out invitations and tickets to guests and deal with all queries
- 10) To meticulously deal with dietary requirements of guests and ensure the details are accurately transmitted to The May Fair Hotel
- 11) To liaise with the finance director and think through the mechanics and requirements of the auctions and raffle and organise all requirements including ensuring we have all vouchers, or physical auction prizes, and that they look attractive and ready for display.
- 12) To ensure all auction and raffle prizes and other requirements are transported to the venue
- 13) To organise sandwiches and refreshments for the volunteers
- 14) To produce bidding slips for the auction, raffle tickets for the raffle, and to work with the finance director to coordinate the auction and raffle on the night
- 15) To be one of two people with a clipboard on the night, with the days' whole schedule, ensuring everyone is where they should be at the right time. You will focus on the

receptions, the auction, the raffle and the dinner. The other person will focus on the Awards ceremony itself and media and communications, photography and filming.

- 16) To coordinate the volunteers and **tve** staff on the night, supporting the executive director as she hosts the event, and the finance director as she coordinates the auction and raffle.
- 17) To work with the business and sustainability programme manager to collect all articles left after the event and secure them in an appropriate place at The May Fair Hotel overnight
- 18) To pick up all articles from The May Fair Hotel the morning after the event with one other.
- 19) Collect all outstanding money from the auction, and any other mopping up as required.
- 20) To fulfil any other tasks as appropriate in achievement of the event

### **Terms:**

Between £110 - £120 a day – 7.5 hour day excluding lunch break

26 days as follows:

#### **September**

Week 2nd September - 1 day

Week 9th September - 1 day

Week 16th September - 1 day

Week 23rd September – 1 day

#### **October**

Week 30th September - 2 days

Week 7th October - 2 days

Week 14th October - 2 days

Week 21st October - 2 days

Weeks 28th October - 3 days

#### **November**

Week 4th November - 3 days

Week 11th November - 4 days, 1 of these days on the weekend before the awards (Saturday 16<sup>th</sup> or Sunday 17<sup>th</sup> of November)

Week 18th November - 4 days (includes double shift on the Monday)

The majority of these working days will take place in **tve**'s offices in Bethnal Green, however, there will also be leeway for working at home on some occasions where this is the most efficient option for the task at hand.