



## Job Title:

# Events Coordinator Intern

The Bureau Of Silly Ideas is seeking an Events Coordinator to play an integral role within our small team that delivers grand ambitious projects with communities in public spaces.

You should be excited about the same things we are, which is doing a good job, silliness, surprise and giving people joyful experiences!

You will share our passion for enabling communities to access great experiences and supporting artists to achieve their ambitions.

You'll work closely with the Artistic Director, Senior Administrator, Project Producers and the wider team.

- **Nature of Contract:** 6 months PAYE Internships (funded by Elevate with BOSI contribution)
- **Salary:** London Real Living Wage £11.95 per hour
- **Hours:** 20 hours a week, ideally 4hrs each day Monday to Friday, we are open to other working pattern suggestions. Due to the nature of the role, some evening or weekend work may be required, and can be claimed as time off in lieu at agreed times.
- **Holidays:** statutory entitlement
- **Place of work:** BOSI office (behind Sports Direct in Valentia Place)
- **Start time:** January 2024. Flexible with start dates for the right person



# Role Responsibilities

## External Space Use

- Help with bookings over phone and email
- Prepare spaces for use
- Look after users needs
- Support the BOSI Quartermaster (who manages space use) with scheduling and invoicing

## Internal Space Use

Support the Club Silly Community Keeper and other team members to devise, promote and manage BOSI led events including:

- Club Silly Cabaret Nights
- School of Street workshops
- Commercial offers eg. parties

## Marketing & Comms

- Build and maintain comms lists for mailings, press releases and social media
- Write content and post across BOSI social media platforms
- Write newsletters and send out mailings
- Write press items and send out press releases

## Environmental planning

- Support with embedding environmental practice into BOSI for example:  
Suggesting how space users can reduce carbon footprints

# Person Specification

## Essential (in no particular order!)

- Willingness to learn
- English language
- Organised
- Punctual
- Likes teamwork - but gets a job done
- Interested in performance and events
- 18 - 30
- Lambeth Resident (Living ideally or studying and working)
- Confident working alongside extroverts

We are looking for someone with a real love of Lambeth to support our work in sharing the resources of the Bureau Of Silly Ideas with the community on our doorstep.



### **Things to know about BOSI;**

As a small company, other than Roger we all work part-time and our core year round team is made up of 6 staff. As an Outdoor Arts organisation we significantly swell with freelancers between March-September, sometimes in the winter too if we get a big gig. The overall silly family is a friendly bunch, some of whom go back donkey's years and some are quite new. Work, deadlines and structure are important but on Friday afternoons we try to allow space for silliness (unless we have a weekend gig that's not ready yet, then it's all hands). The nature of the work can swing from being busy but quiet to being busy BUSY! When it's busy BUSY we're good at supporting each other through and helping out with the bits that are proving tricky.

### **TO APPLY**

Send your CV which should include 2 references and a super short cover letter (we're not big readers or fans of unnecessary work in order to get work), what we really want to know about you is, why you would want to take on this role.

Email: [anna@bureauofsillyideas.com](mailto:anna@bureauofsillyideas.com)

**Deadline: 5pm 30th November 2023**

\*BOSI is located in old railway arches, and penciled for regeneration, until the regen gets underway we aren't 100% accessible, if you want to know more about this you can email Anna (below).

If you have any questions about accessibility or require access support to apply, email [anna@bureauofsillyideas.com](mailto:anna@bureauofsillyideas.com)