Role Description

Programming Volunteer

Our programming volunteers plan the events that happen at the Rising Sun. This includes band nights, music events, art exhibitions, dance events, arts fairs and more. Through regular meetings, these volunteers decide what events we put on based on the values of the Rising Sun. The team work together to put together a varied programme of arts for the local community. Volunteers get the choice to take the lead of events which they are interested in which involves liaising with artists and promoters.

Ideal commitment level

- 3 hours per month (planning)
- Events which you are the lead organising volunteer

Main tasks

- Attending monthly meetings
- Contributing to decisions about what events should happen
- Emailing about event proposals
- Finalising details of events
- Monitoring the calendar
- House managing for some events
- Following procedures for programming

Key skills

- Able to use e-mail, Word and Excel
- Access to own computer
- Understanding of the Rising Sun's work and ethos or willingness to learn
- Understanding of the arts and culture scene in Reading
- Organisation skills
- Good communication