

Role Description:

Chair of the Programme Sub-Committee



Costume
THE
Society

Purpose

To Chair the Programme Sub-Committee and manage the delivery of a successful programme of events, visits and activities (both physical and digital) and, working with the Society's Conference Organiser and an appointed subject specialist, manage the content of the annual Conference.

Responsibilities:

As a direct report to the **Chair of the Society** you will be responsible for planning management and delivery of the programme of study visits and online events and for the management of the content of the annual conference.

The programme is a mixture of events which are open to all and some which are only available to Society Members and includes:

- Visits to exhibitions, archives, collections and places of interest relevant to the Society's purpose of promoting the study of historic dress of all periods and from around the world.
- A Members Study Weekend (working with by the Conference Organiser)
- The annual Conference (working with the Conference Organiser and an appointed subject specialist)
- The Annual Study Day (incorporating the AGM and the Patterns of Fashion and Patterns for Performance Awards) (working with the Secretary, the Conference Organiser and the Awards team)

You will ensure that the programme develops and evolves to meet members' needs and interests, ensure that it delivers value for money and reflects the aims and ambitions of the society.

You will contribute to the development of the Society to ensure its continued relevance to our current and potential members.

Duties:

You will be responsible for the management of the sub-committee (which is made up of volunteers and is also attended by the Conference Organiser and relevant members of the Executive Committee) developing ideas for events which are relevant to the Society's aims and attractive to its membership. These should be profit making within the society's financial year and/or deliver against the society's priorities.

You will be responsible for the content of the annual Conference which will be guided by an appointed subject specialist. This will include managing the call for papers and supporting the selection of Keynote and Guest speakers and will manage the correspondence with these speakers.

You will identify destinations for the Members Study Weekend and work with the Conference Organiser to develop these into an attractive offer for the Members.

Tasks:

Chair up to three meetings (either physical or digital) of the programme sub-committee a year, producing an agenda, leading the meeting and ensuring that notes are distributed to the team and to relevant members of the Exec Committee.

Produce a written report for and attend three meetings (either physical or digital) of the Executive Committee to report of past events and the forthcoming programme.

Prepare an annual report for and attend the Society's AGM.

Have regular informal catch ups with the Society Chair.

Assign the development and delivery of specific events to members of the sub-committee ensuring that they are relevant, accessible and reflect the wide interests of the Society's membership.

Lead on specific events and support others to deliver those which are their responsibility.

Support the organisation of the annual conference which is delivered as a digital event over a number of evenings and weekends in the Autumn/Winter. This includes:

- Working with the Chair and the exec committee to determine the theme
- Working with the appointed subject specialist to contact Keynote and Guest speakers
- Manage the call for papers and the subsequent selection process
- Contacting candidates and liaising with successful speakers including e.g. gathering images, bio/marketing information, managing speakers' requirements and ensuring that the programme team are available to support specific conference sessions.

Provide content, images and information to the Communications team to maximise impact of the events programme and ensure that the members are aware of the opportunities to take part and liaise with the Membership Secretary to manage email communication.

Work with the Treasurer to ensure that the events represent value for money, are profitable and/or are designed to meet the society priorities, aims and objects at any time.

Work with the Conference Organiser and Society Chair to develop an attractive programme for the Members Study weekend (Spring).

Work with the Conference Organiser, Secretary and Awards Team to develop and deliver the Annual Study Day (Summer) which includes the Society's AGM and the Patterns of Fashion and Patterns for Performance Awards and support the judging of the awards when required.

Upload for ticket bookings events on Eventbrite or other relevant sales platforms.

Skills and Competencies

You should be organised and used to working within a team and on your own to meet agreed deadlines and ensure that all outputs are of a high standard.

You should have excellent communication skills and have experience of managing teams and chairing meetings.

As an events manager you should have experience of delivering events, researching opportunities and an understanding of the historic dress sector including museums and private collections.

As you will have to work with a wide number of people across the Society teams and deal with information request from Members you should be an excellent networker, be able to find synergies between activities and draw the society's events programme together in a cohesive, attractive and engaging way.

You should be comfortable with a variety of software and office packages for the preparation of reports etc

Experience of working with museums, collections and other venues would be an advantage.

This role attracts an honorarium

Reasonable travel expenses (usually standard class rail fare) to attend Executive Committee and Programme Sub-Committee meetings (normally held in London and normally on the same day) and the AGM will be paid.

Travel expenses to make necessary visits to venues may be met with prior authorisation from the Chair and Treasurer.

Correspondence expenses (such as postage) will be also met.