



**Costume Society**  
**Programme Co-ordinator**  
**Role Description**

Do you like managing events? Perhaps you also love dress or fashion history? This role could be for you! As Programme Co-ordinator of the Costume Society you will play a vital role in ensuring our continued visibility through online and in-person events throughout the year. You will help shape and manage the delivery of a successful programme of talks, visits and activities for our dedicated and growing membership. Working alongside the Society's Conference Co-ordinator and other Appointed Officers to arrange these wonderful events, you will share updates at Executive Committee meetings and collaborate with the Communications team. You will enjoy leading a small team, think creatively about programming at the Costume Society and bring passion to the role.

What we are looking for:

- Enthusiasm and commitment to the Society's goals.
- An interest in any aspect of clothing, dress history or fashion.
- Experience of organizing and managing events.
- Some experience of managing teams.
- Approachable and able to communicate effectively via email and in-person.
- Organised and detail oriented.
- Experience of networking and working with universities and museums would be a plus.
- Comfortable working with a variety of software including Office programmes.
- Willingness to develop knowledge of the Society.

Please note, you must be a member of the Society at the time you step into this role.

Main duties:

- Responsible for overseeing the planning and delivery of all Costume Society events including the annual Online Conference; and The Celebration Day, which currently combines the Annual General Meeting (AGM) and the Awards Ceremony.
- Support the conference team and assign specific roles as and when required.
- Contribute to the development of the Society in ensuring its continued relevance to current and potential members.
- Chair and produce the agenda for three meetings with the Programme team per year.
- Produce a written report for the three Executive Committee meetings per year.
- Prepare an annual report for the AGM.
- Collaborate and catch up with relevant Officers.
- Provide content for the Communications team to maximise impact of the events programme.
- Utilise relevant sales platforms (Eventbrite) for ticketing.



**Costume**  
THE  
**Society**

[www.costumesociety.org.uk](http://www.costumesociety.org.uk)

This role includes an honorarium in recognition of your valuable contribution to the running of the Society.

We welcome applications in the form of a 5-minute video or a 500-750 word written application. Please tell us why you would like to apply for this voluntary role. Please contact Vanessa Jones ([chair@costumesociety.org.uk](mailto:chair@costumesociety.org.uk)) or current post holder Philip Warren ([philip.warren@leics.gov.uk](mailto:philip.warren@leics.gov.uk)) for any questions or guidance on the application process.

### **Equality, Diversity and Inclusion**

The Society is committed to advancing equality, diversity and inclusion across all areas of its work. This commitment extends to the governance of the Society, including the composition of the Executive Committee and its subcommittees.

We are committed to fostering an inclusive, respectful and supportive environment in which a broad range of perspectives, experiences and voices are valued and encouraged. Whatever your background, identity or lived experience, we warmly welcome your application and encourage anyone who shares the Society's values and vision to express an interest in joining us.