

# Volunteering jobs available at Positive Images Festival

## 1. Job title: Designers of posters/ flyers & Marketing Assistant

### Job Purpose:

- To maximise marketing opportunities for the Positive Images Festival
- To design publicity material; create flyers/ posters for printing and to promote events on social media

### Tasks:

- To identify Coventry based newsletters/ newspapers/ social media pages that can be used to publicise the Festival.
- Design event-based flyers and posters

### Person Specification:

- A good knowledge of marketing techniques
- Good research skills
- Ability to work to deadlines
- A range of design skills
- Create flyers & posters for several events

## 2. Job title: Funding researcher

### Job Purpose:

- To identify funders who will fund festivals
- To suggest innovative ways of income generation

### Tasks:

- Scan websites and track down funders who will fund festivals.
- Identify local businesses that can be approached. (They might respond to a flyer which states how £10, 20, 50 or 100 could help our organisation and what they would get in return.)
- Suggest novel, simple but effective ways of income generation
- Investigate charity status
- Explore crowdfunding

### Person Specification:

- Broad knowledge of sources of funding
- Strong skills in the use of the Internet
- Self-motivation and the drive to complete tasks in time
- Creativity

### **3. Job title: Miscellaneous volunteering opportunities**

#### **Job purpose:**

To assist festival organisers in a number of different ways to ensure the smooth running of the festival

#### **Tasks:**

- To distribute publicity in miscellaneous venues
- To help the organisers manage fairs, the multicultural concert and other events, e.g. receive stallholders, distribute evaluation questionnaires, collect completed questionnaires, man Positive Images Festival's stall, etc.
- Helping at the Community Information Fair – duties same as above
- To attend events and fill in an event monitoring form, capture visitor comments and compile a short report
- Carry out other tasks as and when required

#### **Skills:**

- Good standard of verbal communication
- Self-motivation to complete tasks
- Ability to work with minimal supervision
- Creative skills and flexibility

### **4. Job title: Social Media Assistant**

#### **Job Purpose**

- To maintain social media resources for Positive Images Festival

#### **Tasks:**

- Manage the PIF Facebook, Instagram and Twitter

#### **Person Specification:**

- Social Media skills
- Ability to work with minimal supervision
- Creative and flexible

#### **Skills:**

- Confidence and experience of managing social media
- Good standard of literacy
- Self-motivation to complete tasks
- Attention to detail and accuracy
- Ability to work with minimal supervision
- Creative skills and flexibility

## **5. Job title: PIF Representative**

### **Job Purpose**

- To create and maintain a rapport between Positive Images Festival and other communities in Coventry

### **Tasks:**

- Represent PIF and the work within different communities in Coventry.
- Represent other community group such as Belgrade Theatre, FWT, Coventry Irish Society who cannot send representatives to PIF
- Visit the different groups, understand what they are doing, find out what events they are running and report it to PIF during the planning meetings

### **Skills:**

- Self-motivation and the drive to complete tasks in time
- Ability to work with minimal supervision
- Communication and networking
- Attention to detail and accuracy
- Creative skills and flexibility