



Swindon Open Studios Committee Job Description

Position Sponsorship Representative

Role Description Represent sponsors, other external organisations, and the Sponsorship Team at committee meetings. Manage the Sponsorship Team. This team liaises with the “outside world”, to obtain sponsorship from, and build partnerships with other organisations.

The rep attends all committee meetings. Working with the committee they make a sponsorship plan for the year and also present a report on sponsorship activity for the year at the AGM. The Rep also appoints people who can be Champions for Swindon Open Studios (SOS).

The rep attends Magic Swindon and other networking meetings or delegates another committee member to attend.

Jobs carried out by this team are

- Champion and represent SOS to other organisations at meetings and gatherings.
- Work with sponsors - finding new ones and maintaining relationships with them.
- Work with venues that artists exhibit in, if not using their home studios, maintain relationships with them.
- Collect copy and images for the catalogue from the sponsors and venues.
- Assist the Treasurer in ensuring payment has been collected from sponsors and venues.
- Assist Marketing Team, supply content about sponsors and venues for marketing, making introductions where necessary.

Person Spec

People person, good communicator

Able to motivate and delegate

Passionate about the Swindon Open Studios event (-:-)

Expected time

Attend one committee meeting per month (2 hours per month)

Work on general tasks - planning and project management up to 2 hours per month

Attend AGM at end of year

Tasks as agreed with the team - see ***Very important jobs list***, for full details.

Remuneration

This is a voluntary position