



VOLUNTEER BRIEF

renaissance one produces and curates a range of contemporary literature events, tours and education in the UK and overseas.

renaissance one celebrates 10 years of independent creative business this year and is planning a range of activities from June. We are looking to create a team of friendly and responsive volunteers for a series of networking and spoken word events and parties, one intern who can assist us on an online podcasting project, and one intern who can assist with our newsletter and related social media.

The events will be in London and other cities, and will include performances and presentations by writers, musicians and other performers.

The volunteer team will work with renaissance one to shape our events into convivial and stimulating spaces and will help co-ordinate the entertainment and performances.

Volunteers will have the opportunity to shadow major contemporary culture events, get a feel for some of the processes of event production, and will spend time with an experienced team of producers, artists and curators who can offer advice on areas of artistic and production development that are of interest to you.

One of the roles available will involve meeting and looking after guest speakers and artists at events and is suitable for a candidate who demonstrates strong communication skills and a flair for getting things done. A number of volunteers we have previously recruited have gone on to take significant roles in UK arts, this volunteering opportunity can be a useful stepping stone to developing your career.

We are looking for volunteers who offer the following:

ESSENTIAL SKILLS • Availability to volunteer for a minimum of three days over a year, and can intend an induction • A personable and friendly approach and manner • Strong organisational ability; practical experience in arranging events • good timekeeping • A flair for taking initiative whilst working within a team framework • Interest in the arts and contemporary culture particularly literature, spoken word and/or music

DESIRABLE SKILLS • Strong communication skills and an ability to liaise with people at all levels

INTERN ROLES: ESSENTIAL SKILLS • All of the **ESSENTIAL SKILLS** above plus an understanding of, and interest in, social networking and Web 2.0 • Experience in podcasting • Strong communication skills; an ability to liaise with people at all levels • An understanding of, and interest in, networks and

social media * Availability to intern for a period of four months, working sixteen days over the period (equivalent 1 day per week); can attend an interview in June; is able to attend an induction to the company.

If you are interested in applying for this position, email us at renaissance one your CV and a covering letter outlining your interest to hq@renaissanceone.co.uk.

We'll contact shortlisted applicants to invite them for a conversation and/or an interview. The first round of interviews will be held on 18th June 2010 for a July event based in London. Other interviews will take place on two further dates at mutually agreed times and locations before the end of June.

Renaissance One Limited is an equal opportunities recruiter and employer.