



DG UNLIMITED: FREELANCE COMMISSION OPPORTUNITY
MEMBERSHIP OFFICER

April 2019

Dear Applicant,

DGU wishes to commission a freelance Membership Officer for a 6mth month period from June to November 2019.

If you would like to be considered for this exciting new role, please send your current CV and a covering letter (maximum 2 sides of A4) to David McDonald, Arts Development Director david.mcdonald@creativeconsultant.org.uk detailing why you want this commission and the skills and experience that you can bring to it. Your CV should also include two referees with their contact details.

The closing date for applications is: **5PM Monday 27 May 2019** and interviews are expected to take place on **Monday 3 June 2019** in Dumfries.

Please see the attached commission brief. A copy of *Distil*, DGU's Strategic Plan (2017-2021) is also attached.

If you have any questions, please contact David McDonald at the email address above.

Yours faithfully

Cathy Agnew
Chair, DGU

DG UNLIMITED: FREELANCE COMMISSION OPPORTUNITY

MEMBERSHIP OFFICER

DG UNLIMITED

DG Unlimited (DGU) is an exciting sector-led organisation with a growing membership of over 400 artists, arts organisations and professional practitioners. DGU's independence and neutrality within the region's creative sector gives us the credibility to work with individual practitioners and all our arts organisations to define sector needs, broker partnerships, meet specific community and artistic needs, and exploit areas of mutual interest for public benefit and the creative sector itself. Membership of DGU is free and open to anyone with an interest in the arts. We work with and on behalf of our members and the region's creative sector.

DGU's work is supported by a number of freelance commissions led by the Arts Development Director. We are seeking an energetic and proactive membership officer to help us deliver our mission statement within our current strategic plan - Distil:

"We seek to create Scotland's leading rural arts network by supporting creative practitioners and organisations to help themselves and each other; providing a collective voice; celebrating and nurturing talent; and growing the next generation of creative practitioners."

FREELANCE COMMISSION PROFILE

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| COMMISSION: | Freelance Membership Officer (6 months in the first instance, renewable for a further 18 months subject to funding) |
| REPORTS TO: | Arts Development Director |
| PURPOSE: | To lead on increasing DG Unlimited's profile through a range of communications platforms; expanding our membership and |

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| | establishing effective two-way communications channels; and to provide efficient administrative and event management support for DG Unlimited. |
| FEE: | £105 Per day (minimum 12 days per month), inclusive of travel costs. |

Principle duties and responsibilities

The aim of this six-month commission is to provide DGU with:

- A membership recruitment strategy and lead on its implementation;
- Effective means of communication with its membership, stakeholders, media and general public;
- Efficient event management skills;
- Administrative support for the Board of Trustees and DGU team;
- Administration of two awards programmes (Regional Arts Fund, Innovate Create Cultivate).

Membership

- Create a membership recruitment strategy and lead on its implementation;
- Recruit new members;
- To manage new membership applications, handle member communications and maintain DGU Membership Records in line with OSCR (Office of the Scottish Charity Regulator) requirements;
- To promote the benefits of DGU membership and advise on new membership initiatives;
- Be the first point of contact for members and establish effective two-way communications channels with members;
- Manage the new quarterly member's event called The Circuit.

Communications

- To update and lead on the delivery of a communications strategy;

- To lead on raising the public-facing profile of the company, in collaboration with the team;
- To maintain and update the website and social media platforms ensuring content is current and accurate, including:
 - creating and distributing a regular E-Bulletin
 - gathering and writing news for regular website, Facebook and Twitter updates;
 - creating and/or organising regular blogs as appropriate;
 - a proactive approach to creating a social media ‘friends’ and followers’ campaigns.
- To prepare media releases with support from the Director and Chair of The Board of Trustees;
- To build relationships with key journalists and broadcasters to secure and enable media coverage of DG Unlimited’s activities;
- To build and maintain a comprehensive media distribution list.

Administration

- Co-ordinate, attend, prepare papers, take and circulate the minutes for company Board meetings (approx. every 6 weeks) and AGM;
- Attend, Co-ordinate and minute bi-monthly team planning meetings;
- First point of contact for all enquiries;
- To manage DGU’s shared electronic filing network;
- Managing Mail and postage;
- Assist with production of reports to funders;
- To assist with the organising and management of events;
- To maintain DGU’s contact database;
- To administer and contribute to the management of two funding schemes (Regional Arts Fund, Innovate Create Cultivate), including the following:
 - processing and logging application submissions;
 - recording panel decisions;
 - informing applicants of decisions;

- maintaining an overview of payment, monitoring and reporting timescales;
- Collecting and collating data to measure impact of awards;
- Contribute to annual reports for awards schemes.

Essential skills, knowledge and experience

- Experience and good knowledge of the creative sector in Dumfries and Galloway;
- Marketing and Publicity experience;
- Events management;
- Excellent written and oral communications skills;
- Excellent organisational and planning skills;
- Ability to write clearly, accurately, and professionally for a range of audiences;
- Experience in concise minute taking;
- A clear understanding of confidentiality, especially in relation to personal data;
- Ability to work to tight deadlines;
- Experience in using social media as a marketing tool, and cultivating and nurturing online communities;
- Knowledge of database management/data entry;
- Working knowledge of maintaining and updating web based information including content management systems;
- Working knowledge of Microsoft Office packages, including Word, Excel and PowerPoint;
- Familiarity with Drop-box or other online file sharing software;
- Ability to work as part of a remote working freelance team, with minimum supervision;
- Ability to exercise a high degree of initiative;
- Ability to work under pressure;
- Willingness to be flexible;
- Current driving licence and access to a car.