

Events Coordinator

Do you enjoy coordinating or running events? Are you organised and good at thinking ahead? Are you looking for an opportunity to connect with colleagues working in and with historic libraries across the country?

The Historic Libraries Forum is looking for a volunteer to join the committee as our **Events Coordinator**. Ideally, you have some previous experience with organising or coordinating events and can think creatively about opportunities to promote and support the work of the Historic Libraries Forum. Experience of creating event sign-ups on Eventbrite and managing events on Zoom would be useful.

As our Events Coordinator, you will be involved in all aspects of planning and running events, from finding speakers or event organisers, booking venues or facilitators, liaising with our Treasurer, Website Editor, Social Media Coordinator, and Newsletter Editor, to evaluation afterwards. Our events vary from online “HLF hosts...” meet-ups via Zoom to in-person workshops and the annual conference. Our aim is to have a varied programme spread through the year and you will be supported by members of the committee.

The Historic Libraries Forum is a free-to-join, informal network for anyone working in or with historic libraries. We provide training and mentoring opportunities, advice, and a platform for networking and information exchange. You can find more information about our work on [our website](#).

The committee meets four times a year, aiming for one meeting in person and three online via Zoom. All committee members are expected occasionally to support the Events Coordinator with organising events and to contribute content to the newsletter.

If you would like more information about the role, please get in touch with the HLF Chair Danielle Westerhof (danielle.m.westerhof@durham.ac.uk).

To apply, let us know in a paragraph why you would like to be our Events Coordinator, along with a short CV outlining your experience to date. The deadline for applications is **9 June 2023**. Applications should be sent to the email address above. Your application will be shared with 3-4 other committee members as part of the selection process and we are not expecting to hold interviews.