



Role Title: Artist Liaison Manager	
Reports to: Deputy Director of Events	Type of Role: Volunteer / Unpaid
Location: London	Time commitment – 4-6 hours per week

About Pride in London

Pride in London is wholly run by a group of volunteers who are passionate about equality and diversity. We are a not-for-profit organisation, and any surplus funds we raise are used to support the LGBTQ community and improve the event.

Together, we run the UK's biggest, most diverse pride, and our job is to make sure we provide a platform for every part of London's LGBT+ community (lesbian, gay, bisexual, trans*, queer, questioning, intersex, non-binary, asexual, polysexual, genderqueer and gender variant people) to raise awareness of LGBT+ issues and campaign for the freedoms that will allow them to live their lives on a genuinely equal footing.

From Pride's Got Talent, which helps to showcase the wonderful creativity across our community, to our annual Parade through the heart of the West End and the amazing two-week, city-wide Festival that precedes Pride weekend, everything we do is designed to give LGBTQ people a platform to be visible and speak loudly to the rest of the city about what we have achieved, how far we have come and what is still needed.

Pride in London includes people of every race and faith, whether disabled or able-bodied, and all sexualities and genders including lesbian, gay, bisexual, asexual, queer, questioning, intersex, trans*, genderqueer, gender variant or non-binary as well as straight and cis allies.

Around 150 people volunteer year-round to help us deliver what has become a world-class Pride. We are already a pretty diverse bunch, but we are looking to add to our diversity and are especially keen to receive applications from the BAME, Trans, Bi, Non-binary and Queer communities. Gender equality is always a key consideration for us.

Position Requirements:

1. Basic knowledge of Stage Management or back stage management techniques.
2. Good interpersonal skills, especially face to face, public relations, confidentiality and conflict resolution skills to deal with the general public, artists, other Council officers and volunteers.
3. Self motivated with time management and stress management skills to organise and prioritise daily activities to meet deadlines and desired outcomes.
4. An ability to perform and contribute in a team environment.
5. Problem solving and decision making skills and an ability to exercise judgement and initiative.
6. Excellent knowledge and commitment to Customer Service principles, especially public relations.

Key Tasks:

1. Assisting artists to and from the backstage / green room area / accommodation.
2. Assisting the Artists' Liaison Manager to help ensure artists are aware of performance times, directions to the stage etc.
3. Assisting the Artists' Liaison Manager to help ensure artists have access to correct refreshments.
4. Assisting the Artists' Liaison Manager to help ensure only authorised people are backstage.
5. Assisting the Artists' Liaison Manager to help artists with any last minute issues.
6. Assisting Artists' Liaison Manager to make sure they are aware of any issues relating to artists.
7. Respect artists privacy in green room, backstage area's i.e. no photos, autographs, social media while on shift.
8. Ensure all work is carried out in accordance with the obligations detailed in the Workplace Health & Safety Act & Regulations.
9. Such other relevant duties as required from the Artist Liaison which would generally fall within the scope of this position.

Artist registration and administration

1. Register artists upon arrival, issue wristbands and access passes and direct/accompany them to the appropriate stages and parking facilities.
2. Provide artists with accommodation details (if applicable).

Artists' Hospitality

1. Deliver food and beverages to bands in the artist areas
2. Keep supply of water on stage for artists.
3. Keep a backstage supply of water for artists and liaise with catering provider
4. Refresh and remove rubbish from all backstage areas.
5. Keep a backstage supply of beverages and administer from the backstage bar
6. Set up artist dressing rooms.
7. Clean and check dressing rooms after the artists have finished using the room.
8. Accreditation checks at car park entry as required