

Wednesday Evening Organiser

Objectives

- To develop and run an evening programme of educational activities within the context of the Institute's educational programme defined by the Trustees' Education Subcommittee
- The programme is to be a mix of talks, lectures, themed evenings with refreshments and courses - and should support the Institute's objectives in promoting 'Science, Literature, the Fine Arts and Adult Instruction' to the people of Ipswich and neighbourhood.
- All events, with the exception of courses, are open to non-member guests of members and should therefore be a potential means of recruiting new members

Activities

- identifying suitable topics and speakers or tutors
- negotiating the hire of speakers and scheduling in Institute diary
- to plan at least two events per month, each of which should at least 'break-even' in terms of costs (speakers fees, staffing cover, refreshments)
- to make logistical arrangements for speakers/tutors, including equipment
- welcoming and serving coffee to members arriving at events
- introducing and thanking speakers
- to set up and ensure completion of registers for course attendees

Library Assistant

Objectives

- To provide a Library Desk service to Institute Members
- To carry out tasks associated with membership recording, newsletter production and distribution and other activities
- To use less busy time for organisation of evening activities programme

Activities

- checking loans in and out and handling loan reservations
- taking payment and bookings for educational activities
- answering members' queries
- 'cashing up' - reconciling moneys taken with cash-book entries
- signing up new members and promoting the Institute to enquirers

Hours

Tuesday

13.00 to 17.00

On those Wednesdays when events (other than courses) take place

15.30 to 21.00 (approx. depending on finishing time of event)

Other hours will be available on an ad hoc basis, to provide cover for planned and unplanned absences