Role title	**Lecture Co-ordinator**
Responsible to:	The Operational Group
Responsible for:	Coordinating our lecture programme on site each month
Key tasks	● Plan programme of 8 seasonal lectures, which helps to raise funds for the centre and raises the profile of the organisation ● Follow the procedures for arranging lecture nights ● Source and liaise with presenters to make sure they have all they need on the night ● Work with the marketing coordinator and the online content coordinators to promote lectures ● Update existing promotional materials and provide where necessary updated version for use either on or off site, e.g. banners, information boards, etc as well as digital versions for online channels; i.e. lecture posters ● Work with the Operational Group to check the diary of events is up to date ● Ensure that any event is adequately staffed by liaising with other volunteers accordingly ● Set up lecture equipment including laptop, speakers and audio visual equipment speaker and compare's microphones ● Work with other volunteers to set up Peter Scoley Hall for the lecture audience and presenter ● Ensure that following the lecture, the hall is returned to its normal state ● Work with landowner, trustees, and volunteers to ensure that events run smoothly ● Review events and provide feedback to the OG on their success and where lessons can be learned
Reporting Requirements	Provide verbal report to the Operational Group at agreed intervals and attend meetings when requested
Essential Skills and Knowledge	Well organised Excellent written and oral communication skills Attention to detail Team working skills Basic PC skills
Desirable Skills Knowledge	Local to the area Knowledge of the visitor centre's role as a visitor attraction, museum and place of remembrance.