



The Midlands Federation
of Museums & Art Galleries

**Events Secretary of The Midlands Federation of Museums and Art Galleries, voluntary.
X1 post vacant**

Place yourself at the heart of Mid Fed and the museums and galleries profession in the region.

- Gain new skills, knowledge and experience to support your career development
- Meet new people and develop your professional networks
- Learn about charity law and the role of the trustee
- Be among the first to hear about the latest issues affecting the museums sector in the region
- Make an active contribution to debate and advocacy about issues affecting the profession
- Enable a successful organisation to deliver its objectives

There are 2 Events Secretaries on the MidFed Council. Both Secretaries are responsible for coordinating and leading at least 1 event/meeting per year. The events should encourage and provide professional development and networking opportunities for people working in the museums, galleries and heritage sectors, especially those based in the Midlands region.

Events Secretary's responsibilities:

- Propose ideas for events and meetings to the Federation's Council
- Coordinate meetings/events (agreed to by the Federation's Council) including all elements of the programme, lunch, refreshments, and venue
- Provide the Publicity and Website Officer with information for marketing and promotion
- Receive and respond to enquiries about events and meetings
- Receive bookings for meetings and liaise with the Publicity and Website Officer, Treasurer and Membership Secretary as necessary
- Contribute a report of the meeting to the Annual Report
- Contribute to compilation of the annual Events Calendar in collaboration with the Publicity and Website Officer
- Hand over any relevant information to a future successor

Meetings Secretary person specification

- Commitment to the Federation and its aims
- Strong communication skills
- Willingness and ability to devote the necessary time and effort
- Excellent organisational skills

- Ability to liaise with potential speakers at all levels of the museum sector, and representatives of venues, caterers etc.
- Good customer care skills (people are paying to attend the meetings)
- Ability to work with a budget
- Knowledge of the museum sector and current projects regionally and nationally
- Ability to work effectively both alone and as a member of a team
- Commitment to the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership