

## **Amnesty International UK**

### **Freelance Talent & Events Producer – 2 x days per week September 2018 – March 2019**

The fight to protect human rights is as important as it has ever been. Amnesty International continues to grow our human rights movement in the UK and around the world to ensure everyone can know and claim their rights. We are looking for a highly skilled and experienced Freelance Talent & Events Producer to work with us from the beginning of September for 6 months to help us deliver our exciting plans.

### **About Amnesty**

Amnesty International UK is a national section of a global movement of over seven million supporters, members and activists. Collectively, our vision is of a world in which every person enjoys all of the human rights enshrined in the Universal Declaration of Human Rights. Our mission is to undertake research and action focused on preventing and ending grave abuses of these rights. We are independent of any government, political ideology, economic interest or religion.

### **Role Purpose**

As freelance talent & events producer you will work within a small but busy team focused on increasing the impact of the Amnesty Movement and contribute to human rights change through maximising relationships with artists, creative partners and events. Your specific role will concentrate on:

- Supporting the Amnesty UK Ambassador Programme alongside another Talent Producer
- Support Artist involvement for Amnesty, I Welcome campaign
- Supporting an artist cultivation plan for events and campaigns linked to the 70<sup>th</sup> anniversary of the Universal Declaration of Human Rights (UDHR) in December 2018 alongside with the team.

### **The role**

We are seeking to recruit a Freelance Talent & Events Producer to:

#### Support Artist / Ambassador plans

- Assess current communications outputs and identify any improvements to this model
- Work with the Artist & Events Manager to identify opportunities and activities for existing Ambassadors in the UK.
- Support launch plans for Ambassadors
- Support the delivery and review of quarterly Ambassador Roundtables
- Support tactical artist cultivation project(s)
- Support agreed campaign work

#### Develop plans for Human Rights Day 2018

- Engage artists to support plans for the 70<sup>th</sup> anniversary of the Universal Declaration of Human Rights
- Help deliver the artist & events strategy to support Amnesty's annual Write for Rights campaign

### Key expected deliverables

- A clear communications plan for Ambassadors and Artists
- A public launch of existing and new Ambassadors
- An induction / activity plan for Ambassadors
- Book artists (no. tbc) for a proposed music project in December 2018
- Engage artists (number tbc) to support Amnesty's Write for Rights campaign

The role will be for two days per week from the beginning of September 2018 Until the beginning of March 2019. There is desk space available for any days where you might be working from the office / attending meetings as the projects require.

### **What we are looking for**

You will have demonstrable experience of working directly with and representing organisation(s) with celebrities/high profile artists, their managers, agents and publicists to deliver media coverage, campaigning, lobbying, growth and awareness objectives. You will have significant experience of working on high-profile projects and events. You will have excellent interpersonal skills with outstanding communication & negotiation skills, both written and verbal as well as excellent understanding of communications procedures when working with artists and agencies.

You will have an excellent ability to prioritise own work and manage conflicting deadlines, project / production management skills and have an ability to think creatively and inspire innovation. You can be flexible and able to move between tasks while maintaining accuracy and attention to detail and react quickly, meet deadlines, organise a busy workload and prioritise tasks. You will have significant experience of producing engaging and creative powerpoint presentations to a very high standard and of working with data and admin systems. You are a confident and enthusiastic team player and at the same time able to work unsupervised and use own initiative.

The role will report to the Artist and Events Manager.

### **Conditions of Contract**

Applicants are invited to submit a quote for their time. Any expenses to be agreed and approved by Manager.

The freelancer will be a self-employed person responsible for taxation and national insurance or similar liabilities or contributions in respect of their fee. The successful freelancer will not, therefore, be entitled to Amnesty International's Staff Terms and Conditions and nothing in this agreement constitutes a Contract of Employment.

### **Logistics**

The freelancer would be required to come to the Human Rights Action Centre in London on a regular basis to meet and coordinate with key Amnesty staff.

Amnesty International values diversity and welcomes applications from all sections of the community.

### **Submissions**

A CV and covering letter outlining your suitability for the project should be submitted by midday on 29 August 2018. Interviews will take place on Wednesday 12 September

If you would like to discuss this brief in more detail, please contact:

Sarah Ben-Tovim  
Events and Artist Relations Manager  
Sarah.Ben-Tovim@amnesty.org.uk

Aikta Hancock  
Events and Artist Relations Manager  
Aikta.Hancock@amnesty.org.uk

Applications should be emailed to both Sarah Ben-Tovim and Aikta Hancock (addresses above).