

Amnesty International UK
Freelance Talent & Events Producer
100 days March 2017 – December 2017

2016 was a dramatic year, with changes at the highest decision-making levels impacting all of us. In 2017 we will work even harder 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 March 2017 to help us deliver our 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

In this freelance role you will work within a small but busy team of Talent and Events Producers focused on increasing the impact of the Amnesty movement. You will contribute to human rights change through maximising relationships with artists, creative partners and events. Your specific role will concentrate on:

- Supporting the newly formed Amnesty UK Ambassador Programme alongside another Talent Producer
- Creating and developing an artist cultivation plan for a flagship event linked to the 70th anniversary of the Universal Declaration of Human Rights (UDHR) in 2018 alongside another Talent & Events Producer.

The role

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

Support our Ambassador Programme

- Manage at least two Ambassador relationships
- Create and deliver an Ambassadors 'induction' and briefings
- Set up and Manage Amnesty's first Ambassador/ artist International trip. Develop a model for International Ambassador/ artist trips based on learnings and experience.
- Manage launch of Ambassadors Programme
- Lead on creative brainstorming for Ambassador role
- Support tactical artist cultivation project(s)

Develop plans for a UDHR 2018 event

- Support the creation and development of the events model
- Develop an artist cultivation plan for the project

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 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.

Timing

Approximately 100 days over 10 months. There is desk space available for any days where you might be working from the office / attending meetings as the projects require.

Submissions

A CV and covering letter outlining your suitability for the project should be submitted by midday **20 January 2017** Interviews will take place on **Wednesday 1 February**.

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

Sarah Ben-Tovim & Aikta Hancock
Events and Artist Relations Managers
Sarah.Ben-Tovim@amnesty.org.uk
Aikta.Hancock@amnesty.org.uk

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