



Operations Manager

Dates: 6th January - 3rd March

Pay: £500

Hours: Approx 5 hours p/w (£12.50 p/h)

Applications Close: Monday 16th December 2024

Interviews: Online, Wednesday 18th December 2024

This year, the OAC is looking to fill a part-time position to work alongside the competition coordinator, Shaquira. This person will be shadowing the work which the wider team does in the run-up to the competition, with the aim to become another point of contact for any queries in the run-up to and on the two days of the competition and workshops.

We want to have a fair process and open applications to all who are interested in the role. All tasks below will be shared and completed together with the OAC team.

Job Description:

- Marketing
 - Using the company Canva account to create social media posts.
 - Schedule and roll out social media posts for the live show.
 - Managing social media campaigns on our major platforms.
 - Liaising with the venue to ensure they use the correct images, wording etc.
 - Updating our WIX website when needed.
 - Assisting in the design of the flyers, posters, and printed materials for the competition advertising.
 - Capturing social media (phone) photos and videos of the live event on the day.
- Administration
 - Helping coordinate OAC volunteers on the day and in the run-up to the competition with marketing, flyering, and event running.



- Answering emails, venue enquiries, ordering competition equipment and handling online communications.
- Putting together this year's lanyards, communication packs, certificates,
- Joining any calls, taking actions or minutes if needed, and keeping the team accountable and coordinated.
- Other
 - Organising judge's sheets, and refreshments, and being their liaison.
 - Being aware of the team's well-being and making sure we're checking in with each other throughout the event weekend.
 - Making sure workshops run smoothly and participants and facilitators have everything they need.

Important Information:

The individual **must be available to work for the full two days on the competition weekend - Saturday 22nd of February 2025.** They must be able to **find and pay for their own travel and accommodation for the duration of the competition based at Warwick Arts Centre Theatre.**

The payment for this role is fixed and does not include compensation for any additional hours worked beyond those specified in the job description.

The OAC would expect the individual to have their own equipment and software to work remotely.

The graphics and marketing will belong to The OAC with credit to the specific individual and their respective parties after the event. However, the individual will be able to use this in their personal portfolio for future career needs, with credit to The OAC.

The OAC would provide:

- Access to their social media platforms, and permissions to edit copy, graphics, posts and audience, during the individual's time with the company.
- Future relationship building between the networks, affiliates and national clients of The OAC.



OAC

- Business support and future advice for any of the individual's career needs (references etc)
- Support with administration and production of all other elements of the event.

Above all, we are looking to work with those who are just as passionate as we are about the look and image of our company to our target audience and wider community.

Next steps

To apply for this position please send a CV and short email to sing@openacappella.co.uk. Please note that we will have to factor in your availability on the competition weekend in this application.

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If we have an oversubscription of applications we will need to close them prematurely, so please apply as soon as possible. If you have any immediate questions do not hesitate to get in touch with Shaquira below.

Contact details:

Shaquira Lue

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Cornwall