* Position: Event Organiser
* Duration: 1 month
* Duties: To work with a radio production team to plan and hold a one-day’s workshop. Duties to include: identifying a suitable venue, working with the team to plan the workshop and develop the agenda, sending out and following up on invitations, and ensuring that the necessary resources are available.
* Candidates need to demonstrate previous experience in organising similar events for up to 50 people.