

RAMADAN TENT PROJECT

Role: Programme Curator (Open Iftar 2024)

Reporting to: Ramadan Festival Coordinator

Responsible for: Guest Liaison Volunteers, shared with Head of Volunteers

Salary: Living Wage (National or London)

Contract Type: Part-time (±20 hours a week)

Start date: Immediate

Location: Remote

Deadline: 11:59pm, Sunday 5th November 2023

Purpose and Key Responsibilities:

The Programme Curator (Open Iftar 2024) is responsible for assisting on all aspects of the programming of Ramadan Tent Project's flagship event, Open Iftar – in London and across the UK. Working closely with the Ramadan Festival Coordinator, they will help develop the Open Iftar programme through assisting on, but not limited to, the following: working with the Marketing and Creative team on Open Iftar-specific content, working with the venue to curate a programme for each event, and following timelines and reaching deadlines.

- Assisting on the execution of the Open Iftar 2024 programme, working to meet the strategy, objectives and targets set by the organisation.
- Assisting on the administration and programming of Open Iftar 2024.
- Contributing to the development of a programme complete with timings, topics, speakers and partners, to be approved and executed.
- Liaising with speakers, venues and sponsors with regards to Open Iftar 2024.
- Liaising with Open Iftar 2024 hosts, ensuring running orders and scripts are created and sent in advance.
- Sending out invitations to sponsors, speakers and stakeholders.
- Liaising with the press and media team on press releases and media presence for each Open Iftar event, across the UK.
- Supporting the creative team to produce and execute a marketing strategy for Open Iftar 2024.
- Liaising with all teams across RTP to provide support and guidance for programme delivery, discussion of ideas/updates and resolving any problems that may arise in relation to the Open Iftar 2024 programme.
- Assisting in the development and implementation of plans to improve the programming of Open Iftar 2024 and its delivery.
- Supporting in the production of a holistic report after the conclusion of Open Iftar 2024.

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Essential Experience, Knowledge, Skills & Abilities Required:

- Excellent organisational and leadership skills
- Excellent verbal and written communication skills
- Experience in project curation and programming
- Proven experience working cross-functionally within a team
- Excellent proficiency in setting and managing budget income/expenditure
- Clear and excellent communications skills and team player
- Work under pressure and meet tight deadlines
- Excellent command of English (other languages also desirable)

To apply, send a copy of your CV & cover letter to info@ramadantentproject.com.
The email subject should be the role you are applying for.