

Post: Organiser of the Joint DB/SoB Workshops

A joint role, shared between one DB and one SoB member.

Remit: To provide six individual weekend courses in bookbinding or related arts over the space of one academic year

Phase 1 - Planning (needs to be completed by the end of March)

You will need to identify six tutors/teams of tutors who can provide a diverse range of subjects and techniques, spanning book construction, surface techniques, restoration and repair. The tutors will need to stipulate exactly how many attendees they can accommodate on each workshop. Decide what level of experience is needed for a binder to expect to complete the workshop.

Also, each tutor needs to provide one high resolution digital image to promote the course. The first is to be provided September 2020-2021.

Ideally each 12-hour course is provided 10.00 to 13.00 and 14.00 to 17.00 on a Saturday and a consecutive Sunday in October, November, February, March, April, May or June.

Be mindful of school and national holidays.

The current fee to students is £175.00 per weekend plus local material costs which will need to be agreed with the tutor and advertised on the flyer. Method of payment for materials to be agreed with tutor. Tutor fee is £500 to be paid by the joint treasurer on receipt of an invoice. VAT cannot be applied.

It is agreed that the workshops will be geographically located around as far the country as possible whilst minimising travelling costs. You will need to source and liaise with venues over cost and dates, and formalise the bookings. The venues should invoice the joint treasurer directly. When choosing a venue please research the availability of local accommodation and venue accessibility.

Identify a steward for each workshop (preferably someone local) who can help the tutor ensure things run smoothly on the day. Make the stewards aware that they may have to have with coffee/tea and lunch, and generally organise a workshop dinner for the Saturday night which is optional for attendees. Stewards can charge a small number of expenses to be outlined separately. The stewards will also be expected to take photographs.

You will need to balance the books in terms of revenue and outgoings. You will need to consult the societies on regular increases in workshops fees and tutor fees.

Phase 2 - Flyers (needs to be completed by the end of June)

Having confirmed the dates, locations, and materials fee liaise with the joint workshop designer to provide a 3-fold leaflet and booking form suitable for both print and digital production.

Once this is agreed you will need to discuss how many leaflets are needed for distribution. DB overseas members only receive a digital copy. You need to liaise with the membership secretaries for membership lists and remove any DB members from the SoB numbers.

Arrange with the printer for the correct numbers. The DB members' flyers should be sent directly by the printer to the DB membership secretary. The SoB members' flyers joint be sent directly to the the organiser who will then repack and send the correct number to each regional chair. Keep a few back to take to conference.

The printer is to invoice the joint treasurer directly, and the organiser to invoice for the regional postage, so keep receipts.

The DB membership receives their first notice of the workshops with their Summer newsletter, and a print copy with the Autumn newsletter. The SoB membership receives their print copy with the Summer newsletter so liaise with the appropriate people to make sure that these go out simultaneously.

Phase 3 - Bookings

Expect bookings to come in fairly shortly after distribution. Record the name and email address of those interested. As people are increasingly not using cheques provide alternative forms of payment such as BACS or PayPal.

Answer queries about necessary skills.

Places are not confirmed until payment is received (in the case of cheques you do not need to wait until they clear). Pay cheques into the Joint Workshop bank account (HSBC) and inform the treasurer of the deposit amounts.

For popular courses run a waiting list as there are occasional drop-outs. If people need refunds liaise with the treasurer.

At attendance milestones 6-8-10 please reconfirm with the tutor whether they are happy to take more attendees.

You will need to decide whether a workshop is financially viable dependent on venue costs and number of attendees registering. Normally this is a minimum of six students.

Six weeks before the workshop ask the workshop tutor for a list of required personal tools (can be anything from just hand tools to sewing frames and finishing presses), and also to confirm the materials costs as these can change.

Four weeks before the workshop distribute the tools list, material costs and the workshop guide to the students. Ask the students to acknowledge receipt by email.

After each workshop send out the feedback forms by email, and collate the responses.

General

Liaise with the exec committees, membership secretaries, newsletter editors and e-bulletin editors who will need updates and information.

Review the Workshop Guidelines and Feedback Forms on a yearly basis. You will get a free place on the workshop of your choice.