

Popular Culture Lecture Series: Organisers Required

The Popular Culture Lecture Series (<http://nott.ac.uk/popularculturelecture>) is looking for two PhD students to help organize the preparation and running of the series for its 2016/17 season. This is a voluntary role* that requires excellent organizational and networking skills and offers the opportunity to develop various professional skills. The successful applicants will help carry out the following duties:

- Organize the yearly call for papers, promoting it on social media and ensuring its wide distribution to the relevant schools and department both within and outside of the University.
- Organize the year's programme once abstracts have been received.
- Liaise with the series lecturers once the programme has been set up.
- Find artwork for the posters used to promote the series and its individual lectures and contact artists to obtain authorisation to use their work.
- Liaise with the University Design Team to create posters for the Popular Culture Lecture series
- Create the different posters used to advertise the series and its individual lectures.
- Promote the series on social media and update its online presence, both on Facebook and Twitter.
- Liaise with lecturers and other members of the University to advertise the lectures both within and outside the University.
- Organize external events, such as public readings, Q&A sessions with authors or academics, etc.
- Introduce each weekly lecture and lecturer and chair the Q&A session at the end of each lecture.

Most of the work is carried out in the Autumn term and during the first month of the lecture series. Following this, the series requires weekly updates that should not take up more than a few minutes of your time each day. Attendance at the lecture every Wednesday between 5:30pm and 7pm is required.

If you are interested in taking up these roles, please send **Mathieu Donner** (Mathieu.Donner@nottingham.ac.uk) and **Graham Thompson** (graham.thompson@nottingham.ac.uk) the following information by **June 6, 2016**:

- 1) The name of your home school or department
- 2) Your research topic
- 3) Your year of study
- 4) A short paragraph on why you want to take up this role and what skills and experience you would bring to the series.

* under law, a volunteer is someone who:

Is under no obligation to perform work and carry out instructions

Has no contract or formal arrangement, and so can come and go as they please

Has no expectation to be paid, rewarded, or receive any benefit in kind