

June Givanni
20, St. Briavers Court
Gloucester Grove
London SW15

Telephone 01-633 2611
Please reply to Rm 673
My reference RA/REU/BB
Your reference
Date 27th September 1985

Dear June

Re: The Black Experience Arts Programme - Consultant/Co-ordinator

I write to confirm that I would like you to do the central co-ordination for the above project.

You would be required to start work on Monday 30th September full-time until 31st March 1986.

Your duties would involve:-

Administration

- The setting up of the Commissions of specific projects with the Groups selected.
- The writing of the necessary Committee reports for each of the projects.
- The establishment and management of the budget systems for each budget, with Recreation and Arts finance.
- Arranging and servicing of meetings of the Advisory Committee.
- Research and assisting in the selection of groups to take up commissions.

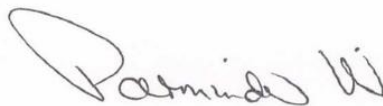
Publicity

- Commission, Design and Production of posters.
- Arrange printing and text of leaflets.
- Advise projects on publicity.
- Arrange mass mail outs.
- Arrange advertisements for the programme as a whole.
- Liaise with media contacts (Press and Broadcasting) to cover the events.

The fee offered for this post would be on a pro-rata basis of £12,500, which is calculated at the rate of £8.44 per hour. Naturally the hours worked will vary with the programme, but the total fee is not to exceed £8,000 - the amount budgetted for this purpose. You will be responsible for paying your own tax and insurance.

Thank you

Yours sincerely



Ms Parminder Vir
Head of Race Equality Unit

I wish to confirm that I would like you to do the racial co-ordination for the above project.

You will be required to start work on Monday 20th September 1985.

Your duties will include:-

Administration

- The setting up of the Committee of officers to coordinate the project.
- The writing of the necessary committee reports for each of the projects.
- The establishment and management of the budget system for each project, with Secretary and Arts Finance.
- Arranging and supervising of meetings of the Advisory Committee.
- Research and assisting in the selection of people to take up commissions.

Promotion

- Commission, Design and Production of posters.
- Arrange printing and cost of leaflets.
- Advise projects on publicity.
- Arrange mail out.
- Arrange advertising for the programme as a whole.
- Liaise with media contacts (Press and Broadcasting).