# PMF Committee Vacancy - Jobs Lead

Due to current members' commitments elsewhere, we are recruiting for a new committee member to take responsibility for our **Job Vacancies** facility. This is a voluntary position and will only require a relatively small amount of time per month.

The Job Vacancies page is the most visited part of the PMF website, and an important resource to our members. We have robust systems in place for finding out about and publicising Production and Technical Management vacancies. You can see the webpage here.

The **Job Vacancies Lead** would organise and oversee the daily posting of job vacancies on our website and social media platforms, delegating it to others when they are not available. We source vacancies through submissions direct to our website, daily emails from Arts Council England and The Stage, and automatic notifications from major employers. In the last year we have posted 250 vacancies.

If you want to make a difference to PMF members seeking new roles, to help employers get the best candidates for their vacancies, and to be among the first to know about job opportunities, this is the role for you.

We are also recruiting for at least one **Job Vacancies assistant**, to help with the day to day work.

All PMF committee members play a part in the general running and development of the PMF, but each of us also has a specific role or area of responsibility. You would have your own PMF email address and access to our shared Google Calendar. On the PMF Website you would have your own profile.

## How the PMF Works

The PMF is quite heavily IT based. We use Slack as our everyday communication tool, Zoom for meetings and Forums, and store all documentation on Google Drive. Our website operates on WordPress. There are guides available for using all of these.

The Committee meets via Zoom about once a month. There are formal agendas and minutes, and the meetings are recorded for committee reference.

Of course we have a presence on Twitter, Facebook (including a closed group), Instagram and LinkedIn. The PMF has over 1,300 registered members, mostly in the UK, but also spread all over the globe.