



PiE Working Groups Call Out

(adapted from CAMP-plymouth .org.uk)

PiE is member-led, it is what you make of it.

How can you make your own PiE?

The best way to do this is to join a Working Group! These are where all the main decisions about PiE are made, and where you can have the most influence. All PiE's working groups will be made up entirely of PiE members, and any member may volunteer to be in any working group. The full details of what each group does are at the bottom of this document, but here are a few examples:

- Want to shape the programme and get into producing? – Join *PiE Kitchen: Programmes and Events*
- Want to search out and apply for pots of money to help PiE grow and do more? – *Join PiE Pantry: Resources and Development*
- Want to help get the word out about PiE, develop partnership and create interest further afield in what we're doing? – Join *PiE Delivery: partnerships + external representation*
- Want to help PiE become visible, welcoming and inclusive – Join *PiE Shopfront: Website + Identity*
- Want to help PiE grow - *Join PiE Minster: Member Care group*

How does it work?

PiE will have seven directors who will oversee and organise the running of PiE. There will also be five Working Groups to help the smooth running of the PiE programme and membership.

Working Groups consist of interested PiE members, like yourself. It is a great way to share existing skills, learn new skills and have your say in what PiE will do and how it will do it! Each Working Group will have a lead person who is responsible for organising any meetings, and for reporting back to the main PiE members meeting once a month.

How much time do I need to give if I want to join a Working Group?

The easy answer 'as much as you can offer', but realistically **a minimum is 3 hours a month**. This is because members who will be involved in Working Groups can engage with them in different ways, depending on what they are able to offer, and any amount of availability that you can offer is useful to PiE. In general, all groups have a monthly meeting that lasts between 60-90 min, as well as everyone stays in regular email contact. Here are a few examples of what engagement in some of the Working Groups can look like, though it is by no means exhaustive.

PiE Kitchen: Programmes and Events

- This group will be predominantly responsible for the PiE programme of events.
- You might prefer to feed in for short periods on arranging a specific event, or to work in a more steady way towards longer term plans.
- This will be a great group to join if your availability differs from week to week or month to month, as there are always things to do that you can join in with. If, for example, you are in education and have little free time Sept-June, but want to help out over the summer, this working group could use your help just for that period. If you have young kids at home and are only available on weekday mornings, there are definitely tasks you can help with!

PiE Pantry: Resources and Development:

- This group will be predominantly responsible for PiE's funding and income streams.
- As this work is dictated by what funding streams are available, and by the fact that many of these are deadline-based, certain periods are busier than others.
- Some Pantry members will feed in by keeping an eye on what funding streams are out there, and feed those back into the group. Other members will write initial draft applications to send to the others for their input.
- This group is therefore a good fit for anyone who is confident working collaboratively but remotely, as it often makes more sense for members to feed into a Google doc when they can, rather than find a date when everyone can meet, especially when working to funders' deadlines. This group does also require a certain amount of flexibility from its members, as quick responses to communications are sometimes required.

PiE Shopfront: Web+Identity:

- This group is predominantly responsible for PiE's social media channels and marketing.
- This group is one of the most flexible in terms of being able to make use of your particular availability, since much of the work can either be done live or scheduled ahead of time.
- This means that if you only have, for example, 2 hours available on every second Wednesday evening, that time could be used valuably to schedule about a week's worth of posts. Alternatively, if you're the kind of person who shows up to lots of events, you'd be ideal at doing a few live posts per month from the things you're attending.

More About Working Groups Remit:

1. PiE Kitchen: Programmes and Events

- This group is about:
 - Generating & collating ideas for events etc.
 - Setting up & organising events and programme
 - Practical support – eg setting up zoom, sourcing venue / kit / anything “on the ground” needed to make something happen.

2. PiE Pantry: Resources and Development

- This group is about:
 - Researching & identifying different types of income and access to resources needed (inc through funding, sales, in-kind support etc)
 - Writing & submitting funding applications
 - Creating new development plans (that serve in PiE & its members interest)

3. PiE Shopfront: Website and Identity

- This group is about:
 - Telling people about PiE events & activities through a regular newsletter
 - Writing and/or signing off all external marketing and communications copy
 - Running the PiE social media platforms
 - Overseeing the branding and visual identity of PiE, including logos and print
 - Overseeing PiE website and social media
 - Develop PiE visual design and update copy on the PiE website.
 - Setting up & managing ways that people communicate with each other

4. PiE Minster: Member Care

- This group is about:
 - Welcoming and onboarding new members, making sure they know how to use every single one of our resources and introducing them to other contacts within PiE and the creative community at large if needed.
 - Looking after existing members – do people feel engaged? What things do they need / want?
 - Writing PiE' policies; call outs; procedures; all internal and external structural documents.
 - Overseeing that policies are active documents and arranging any training to do with PiE's policies

5. PiE Delivery: Partnerships + External Representation

- This group is about:
 - Identifying prospects and establishing new partnerships
 - Maintaining partnership relationships: communications, meetings, updates
 - Communicating with PiE Shopfront to promote partner activities via social media and newsletter
 - Attend meetings of other networks
 - Research
 - Getting involved in advocacy, strategy, feeding in on other people's plans (outside of PiE, in the wider city / region etc)
 - Ensuring the "artists voice" is represented in different decision-making situations

How to apply

Please send the following to apply@performanceinexeter.org, with the subject 'Working Group Expression of Interest'.

- A short email statement or video stating that you would like to be a Working Group member, specifying which one, detailing the ways you would like to actively contribute to it and what excites you about the role (max 200 words / 2 minutes if video)
- A CV (up to 2 pages) - *optional*. *This is not a requirement, but it might help to draw on*

existing experience.

NB: If you would like to nominate someone else, and would like us to contact them, please send us through their full name, and whether or not you'd like to be mentioned when we approach them.

We seek applications from people of all backgrounds and experiences, and are actively encouraging applications from Black and Global Majority and/or disabled applicants.

If you would like to use video for your expression of interest, please upload your video to a sharing site such as Vimeo or Youtube, or on your own website. If it is password protected, please send the password. Please don't send the actual video file.

If there is anything we can do to make this role more accessible and meet specific needs, please let us know. And if you would like to have an informal chat about the role with one of our current steering group members before applying, please contact us at **apply@performanceinexeter.org**.

What happens next?

PiE will video/phone chat (or meet in person if social distancing is eased further) to everyone who sends in an expression of interest, talk through the role to get a sense of how we might be able to work together.

When will I be notified, and how soon would I need to start?

- This is an ongoing engagement. After you submit your interest, you will be contacted by one of our founding directors within 48 hours to set up a time for a conversation. You can start by attending a Working Group monthly meeting (date/time tbd). You are welcome to set the time span of your commitment - for example 3 months, 6 months, or ongoing - and specify how much time you can contribute each month.