



Oxford Fashion Week

**VOLUNTARY POSITIONS
19th JANUARY 2010**

- **OFW CREATIVE TEAM EXEC**
An individual with flair, creative vision and enthusiasm to become part of the OFW team. Responsibilities include formatting graphic posters, invites, catalogues, brochures, flyers and other pieces of creative promotional material. All material must retain a strong sense of continuity as well as targeting the specific market for the particular event
- **OFW LIGHTING / STAGING / SOUND PRODUCER**
Liaise with production companies and explore your creative talents, whilst being involved in the creation of 6 amazing events.
- **ASSISTANT PRODUCER, OFW FORUM**
You will be asked for creative input regarding the staging and set-up for the event. You will assist the Producer of the Forum and will have administrative duties that the Producer will delegate to you.
- **CATERING COORDINATOR, CONCEPT SHOW**
Responsible for the sourcing of caterers, and deciding what food and drink we serve at the show, as well as being a general creative team member.
- **DÉCOR & ENTERTAINMENT COORDINATOR, CONCEPT SHOW**
Responsible for the decor and props used in the venue, along with entertainment from acrobats to live music. This is a joint position working with a current team member.
- **MUSIC COORDINATOR, CONCEPT SHOW**
Responsible for the music during the show, including sourcing DJs, and collaborating with the entertainment reps in finding live music for the pre-show reception.
- **PR REP, CONCEPT SHOW**
Responsible for all public relations activities and strategies associated with this event.
- **ASSISTANT CATWALK COORDINATOR, STYLE SHOW**
Position Description: Assisting with contacting designers and choreographing collections in the run up to the event as well as the catwalk shows on the day.
- **STYLE SHOW CONTRIBUTOR REP**
Assisting with contacting contributors for the fashion fair and catwalk shows.
- **SPONSORSHIP REP, COUTURE SHOW & BALL**
To join our outstanding sponsorship team. Ideal for those with strong pitching skills.
- **PR REP, COUTURE SHOW & BALL**
Responsible for all public relations activities and strategies associated with this event.

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- **EXHIBITION RECRUITER, COUTURE SHOW & BALL**
We need a person to help out doing tasks from looking for additional caterers to contacting art schools and ballet schools. This person will be the lead contact for additional entertainment at our show.
- **DÉCOR & DESIGN TEAM MEMBER, COUTURE SHOW & BALL**
Seeking team member for Couture Ball with experience in design to help with aesthetic development of runway, location, and post show event.
- **DÉCOR & DESIGN TEAM MEMBER, COUTURE SHOW & BALL**
To create sketches for the Couture Show & Ball.
- **RUNWAY DIRECTOR, COUTURE SHOW & BALL**
To help design, style, and execute show.
- **BACKSTAGE MANAGER, COUTURE SHOW & BALL**
Responsible for planning the backstage operation and to be in charge of organization on the day of event.
- **ASSISTANT STYLISTS / RUNNERS / GENERAL VOLUNTEERS**