**Job profile**

*Job title:* **Events Co-ordinator**

*Job goal:* To create excitement at the Book Fair by running a competition and other fun events

*Positions available:* Two to four [Change this to meet the needs of your school]

*Key responsibilities:*

* Plan special events such as a fancy dress day, a raffle, storytelling activities or an official Book Fair opening ceremony involving the head teacher, a local MP or a character costume (can be hired from Scholastic)
* Create excitement before the Book Fair by running a competition to involve the whole school. Visit **www.bookfairs.scholastic.co.uk/win** for competitions run by Scholastic, or come up with your own ideas!
* Download a free £25 book voucher to give as prizes to the competition winner or winners from the Resource Pack at **www.bookfairs.scholastic.co.uk/free\_resources**
* Collect the competition entries to create a display at the Book Fair and invite parents to come and see. Choose a competition winner or winners and award the prize vouchers
* If you ran a Book Fairs competition, collect all of your entries and send them in for another chance to win (details at **www.bookfairs.scholastic.co.uk/win**)

*Skills and qualities required:*

* Strong creative skills
* Confident communicating with other pupils, parents and teachers
* Ability to stick to deadlines
* Works well within a team