



Role Description:

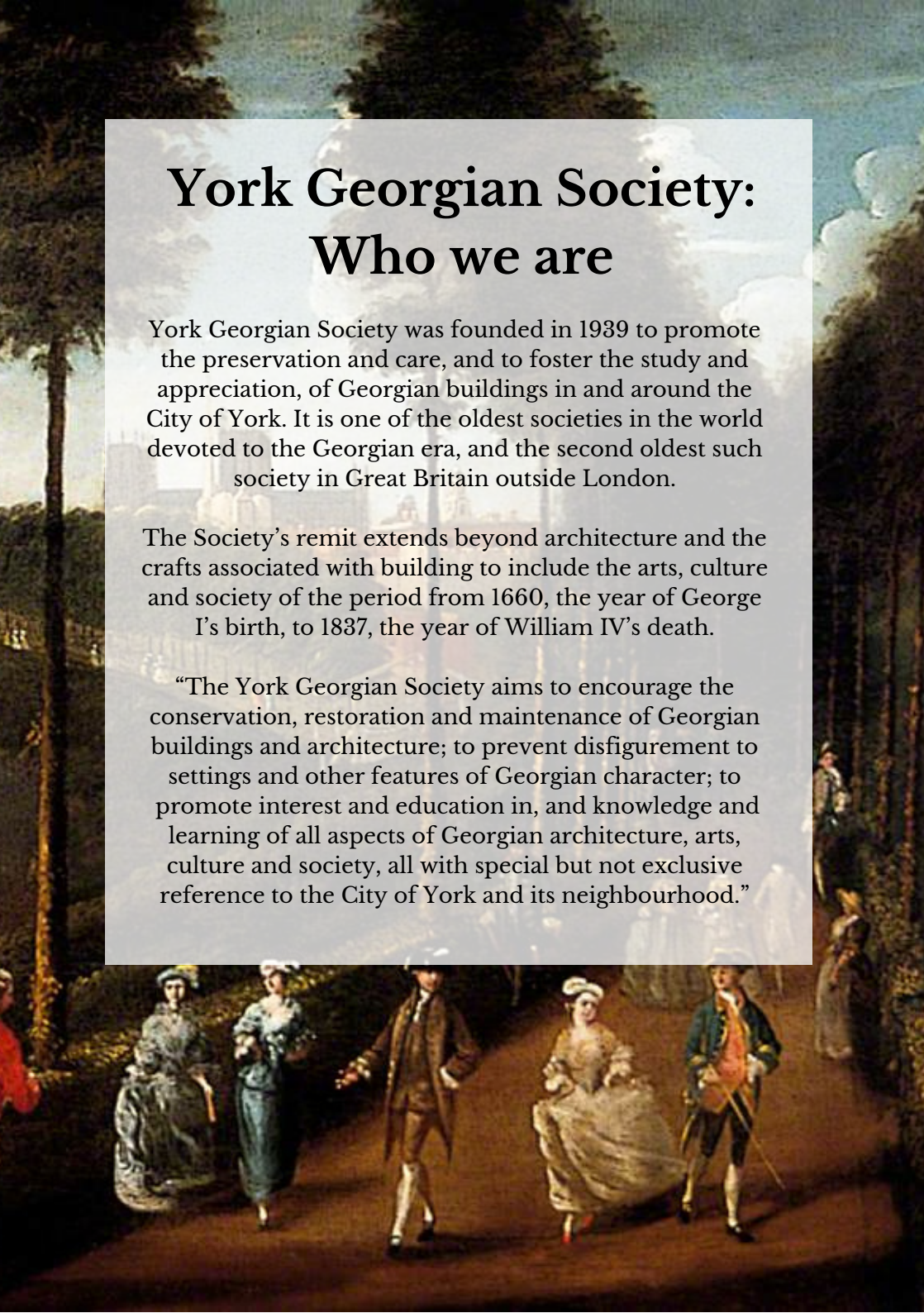
Lecture Secretary (voluntary)

York Georgian Society: Who we are

York Georgian Society was founded in 1939 to promote the preservation and care, and to foster the study and appreciation, of Georgian buildings in and around the City of York. It is one of the oldest societies in the world devoted to the Georgian era, and the second oldest such society in Great Britain outside London.

The Society's remit extends beyond architecture and the crafts associated with building to include the arts, culture and society of the period from 1660, the year of George I's birth, to 1837, the year of William IV's death.

"The York Georgian Society aims to encourage the conservation, restoration and maintenance of Georgian buildings and architecture; to prevent disfigurement to settings and other features of Georgian character; to promote interest and education in, and knowledge and learning of all aspects of Georgian architecture, arts, culture and society, all with special but not exclusive reference to the City of York and its neighbourhood."



Role Overview

Estimated commitment: 4 hours per month in addition to quarterly committee meetings

Role type: Voluntary

The Lecture Secretary plays a key role in shaping the public programme by organising its Winter lecture series. This role involves identifying suitable speakers, arranging venues and managing event logistics to create a co-ordinated programme of high-quality lectures on Georgian life.

As one of the most popular offerings to our members, our lecture programme runs from October to April each year and is free for members and students; we suggest a donation of £5 for non-members. Attracting talks from respected academics and professionals, the lecture programme is a chance for everyone passionate about the Georgian period to learn more about the periods, art, architecture, literature and culture and is generally held on Saturday mornings at the York Medical Rooms. The 2025/26 Programme can be previewed here: <https://www.georgianyork.org.uk/2025-26-lecture-programme>

Offering excellent experience for an early-career academic and those interested in the study of the 18th and early 19th century, the Society is seeking a dynamic new Lecture Co-ordinator. The position requires strong organisational skills, good communication, and an enthusiasm for Georgian history, architecture, and heritage.



Key responsibilities

- **Programme planning:** Development of the society's seasonal lecture programme to reflect its interests in the art, architecture, literature, history and culture of the Georgian period, specifically within York and Yorkshire.
- **Speaker liaison:** Contacting and confirming speakers, communicating information on format, timing, expectations, and fees or expenses, as well as collating biographies and talk summaries for promotion.
- **Event and logistical management:** Arranging venues, recording and arranging technical support for talks. Coordinating volunteer support and accessibility requirements.
- **Promotion & Communications:** Liaising with other committee members to provide lecture details for the Society's website, newsletter, social media, blog and lecture cards, as well as assisting with promotional copy.
- **Event Delivery:** Attend lectures to welcome speakers, introducing talks and managing attendee registration.
- **Administration:** Managing the lecture budget, expense claims, and payments in coordination with the Treasurer, gathering feedback from attendees and providing reports to the Society's committee.



Person Specification

Essential Attributes and Skills

- A commitment to the heritage and conservation of Georgian York
- Strong communication and collaboration skills
- Experience of event planning and management
- Experience of working on a committee (in either private, public or non-profit sector)
- Willingness to join the society as a member

Desirable

- Background in academia, including those pursuing postgraduate study (particularly with an interest in the Georgian period)



