



## **BEOGRAD VELOGRAD International Bicycle festival Call for Volunteers**

Do you love Belgrade, but do you also think the city can be much nicer? For instance by having less polluting traffic, noisy busses and dangerous drivers? With cleaner air, healthier people and more green?

**Beograd Velograd International Bicycle Festival** wants to help change the city for the better by having more people ride a bicycle in Belgrade. The festival takes place on **Saturday 14 June** and last year attracted 2000 visitors and a lot of media attention. It is supported by the Embassy of The Netherlands.

**Beograd Velograd** consists of a conference, an Orange Bike Ride with hundreds of people, many fun activities and a business fair, all on one day. We are looking for people who want to take responsibility of their part of the organization and want to become our team-member! For the main organizing team we are looking for the following people:

### **1. Online Media Manager**

Tasks: Managing the website, Facebook-site and other social media of Beograd Velograd

Skills: Good knowledge of WordPress  
Experience with social media marketing  
Excellent knowledge of English language

### **2. Conference Manager**

Tasks: Find and invite conference speakers  
Arrange travel & accommodation for international guests  
Prepare program and venue  
Prepare roundtable-meeting with high-level attendants

Skills: Proven organizational skills  
Good communication skills  
Good knowledge of English language  
Accurate and precise

### **3. Orange Bike Ride Manager**

Tasks: Prepare the route and licenses for the Orange Bike Ride  
Communicate with partner-organizations and city authorities  
Manage group of volunteers before and during the ride

Skills: Experience in organizing events for large groups  
Ability to manage a group of volunteers

### **4. Promotion Manager**

Tasks: Help design promotion strategy  
Present Beograd Velograd at several promotion events  
Order, collect and distribute promotion-material  
Set up and run promotion-team  
Guard guidelines for use of logo and brand

Skills: Outgoing personality  
Excellent organizational skills  
Ability to lead group of volunteers  
Flexible and hard working

### **5. Business Fair Officer**

Tasks: Approach business to attend business fair  
Registration of businesses attending fair  
Communication with partner-organizations  
Organize business fair

Skills: Good organizational skills  
Accurate and client-friendly  
Good knowledge of English

### **6. Festival Officer (x2)**

Tasks: Design program for festival  
Approach and communicate with partner organizations  
Prepare festival location  
Set up and run festival-team

Skills: Proven organizational skills  
Good team worker  
Good communication skills  
Hard working and enthusiastic

## How to become a team member:

Beograd Velograd offers you the possibility:

- to be part of a group of people who will set up a great festival
- to gain experience in organization and management
- to contribute to a better Belgrade
- to meet a wide selection of people, gain new experiences and make new friends
- to have a lot of fun

As member of the organizational team you need to:

- Be able to work independently as well as in a group
- Have a great sense of responsibility and determination
- Be flexible and show commitment
- Be available for at least 8 hours per week for 9 weeks and be available on 14 June
- Have a good knowledge of English
- Have a lot of energy and will to help Belgrade improve to become a better city!

You don't need to be a cyclist yourself, but you have to be devoted to making Belgrade a better city to live in.

Are you interested in becoming part of Beograd Velograd? If you are, please send an e-mail with a short motivation and your CV to [director@beogradvelograd.com](mailto:director@beogradvelograd.com) and name the title of the function you're interested in. **The deadline for applying is Wednesday 2 April 2014.** Selected candidates will be invited to the first big-brainstorm-meeting in the beginning of April.

**See you in the Beograd Velograd 2014 team!**

*NB: Please feel free to share this call for volunteers in your network*

[www.beogradvelograd.com](http://www.beogradvelograd.com)

[www.facebook.com/beogradvelograd](http://www.facebook.com/beogradvelograd)

