



THE ROYAL COMMONWEALTH SOCIETY  
AT THE COMMONWEALTH CLUB

## Join the Commonwealth Jubilee Time Capsule Steering Committee

A UNIQUE OPPORTUNITY TO WORK ON AN INTERNATIONAL PUBLIC ENGAGEMENT PROJECT; BOOST YOUR CV WITH PROFESSIONAL EXPERIENCE; WORK WITH AN AMAZING TEAM OF PEOPLE FROM AROUND THE WORLD; HELP TO SHAPE A PROJECT FROM START TO FINISH; TAKE A LEAD ON A PARTICULAR AREA OF INTEREST.

The Commonwealth Jubilee Time Capsule – a peoples’ history – is a flagship RCS public engagement project. This is a unique time capsule consisting of content from all across the Commonwealth to mark Her Majesty Queen Elizabeth II’s Diamond Jubilee in 2012. There is a lot that has happened in the Commonwealth over the last 60 years – from the opening of the Sydney Opera House to England winning the World Cup; from the ending of apartheid to Mother Teresa’s Nobel Peace Prize.

The RCS is looking to engage people of all ages, and from all over the globe, in their own country’s history and in the connections that have drawn us all together over the past 60 years.

We want to hear what has happened in families, communities and countries across the Commonwealth for each of the 21,915 days that make up this 6-decade period.

Drawing this social history archive together through a range of innovative media, we plan to create a truly unique resource to enable students, teachers, academics, authors and others to engage with the Commonwealth in an accessible manner. The RCS will build this content into educational resources, a simple online archive and the Commonwealth Jubilee Exhibition, an interactive display which will move around major Commonwealth cities in the summer of 2012.

Between now and February 2012 anyone will be able to enter photos, films, essays, stories, music, interviews and drawings about a day in the last 60 years that is meaningful to them, their community or their country. The Time Capsule will be presented to Her Majesty on Commonwealth Day 2012 in Westminster Abbey.

Learn more about the stories we already have (on topics ranging from sport to apartheid and from family weddings to political upheaval) here: [www.jubileetimecapsule.org](http://www.jubileetimecapsule.org)

The Royal Commonwealth Society (RCS) seeks enthusiastic individuals who can work closely with RCS staff to play a **crucial** role planning and executing the Jubilee Time Capsule project.



If you:

- are self-motivated and organised
- enjoy working with a wide range of people
- are interested in international issues and passionate about promoting global understanding
- currently reside in the UK and are able to come to London for occasional meetings
- have regular internet access
- can spare 4-5 hours a week or more

...then you could join our Steering Committee. We would love to hear from you!

There are a number of Steering Committee roles up for grabs. We seek individuals with interests and/ or experience that fall into one of the following areas. Relevant qualifications are a bonus but are not necessary. The number and exact shape of each of the roles available are, at this stage, flexible but will cover the following skill set:

### **Media and Communications Lead**

*Depending on the person's interests and skill set, this could include tasks such as:*

Factual and creative writing; PR, marketing and media liaison; Web design and/ or website maintenance; New media, including social networking to make this project go "viral"; Web 2.0; Blogging; Running press conferences; Mapping and approaching new press contacts globally; Report-writing; Working on a compilation of content for a Jubilee Publication and Teaching Resources in 2012.

### **History and Research Lead**

*Depending on the person's interests and skill set, this could include tasks such as:*

Thorough research into historical events across all 54 member states over the last 60 years; Working with archives around the Commonwealth to draw interesting content into the Time Capsule; Liaising with a range of stakeholders including universities, museums, and libraries about engaging people with the content generated; Research into international issues and how the Time Capsule can build on other work happening internationally on themes such as climate change, political change, sport, health issues, and cultural diversity.

### **External Relations and Partnerships Lead**

*Depending on the person's interests and skill set, this could include tasks such as:*

Liaising with international partners; Communicating with international participants of all ages; Liaising with the team of "Super Schools"; Helping to create a strategy for engaging both those without regular internet access and older participants in the JTC; Mapping and contacting individuals including writers, historians and prominent Commonwealth personalities for interviews and content for the Time Capsule.

### **Creative Media, Creative Content Generation and Exhibition Lead**

*Depending on the person's interests and skill set, this could include tasks such as:*

Photography and Filmmaking for promotional material for the Time Capsule; Creative use of media such as music videos and interviews as content; Leading workshops with young people on how to use media creatively and thereby generate entries; Graphic design; Utilising creative media to appeal to different generations; Helping to plan and design the Commonwealth Jubilee Exhibition in London and major Commonwealth cities in June 2012.



In addition to completing some of these role-specific tasks, all Steering Committee Members will be assigned some general responsibilities during the project.

For example, all steering committee members will:

- be volunteer judges on the project – this is the best way to delve into the content, know what is coming in thematically on a day-to-day basis and generally be an effective ambassador for the JTC
- be ambassadors for the project within local communities, especially on a PR and content collection front
- take flip cameras into communities and interview individuals for their stories, especially older individuals and those without internet access
- brainstorm ideas as the project develops, and be fully involved in its expansion
- play a key role in instigating follow-up work after the Jubilee celebrations of June 2012

**The Steering Committee Members will be integral to helping the RCS team shape and develop this ambitious pan-Commonwealth project throughout 2011 and into the summer of 2012.**

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We are ideally looking for members to commit to participation throughout the full timeframe of the project (between now and June 2012) but can be flexible on this front. There are perks to seeing the project through to its completion next year, such as involvement in the Commonwealth Day Observance at Westminster Abbey (the largest inter-faith service in the UK held annually in the presence of Her Majesty and 2,000 other guests including High Commissioners and leading Commonwealth politicians. This is when the Time Capsule will be presented to Her Majesty.) And, of course, in the planning for the Commonwealth Jubilee Exhibition between March and June 2012 the perks may involve invitations to garden parties, events, and exhibitions surrounding the RCS and the Diamond Jubilee.

We understand, however, that many people will not be able to commit at this stage for the full year so please state in your application what your time commitment is likely to be. Please also highlight if there are certain times of the year that you might be able to spend a little more time on the project, such as over the summer holidays if you are a student.

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RCS staff will guide and support team members in all their work. There may also be opportunities to be mentored by other professionals working within your occupational field.

The RCS team at 25 Northumberland Avenue is a small, close-knit unit and the members of this Steering Committee will gain an insight into the running of a global education charity by working closely with full time members of staff. Within the Steering Committee, the team will also be expected to work closely in partnership with each other to share ideas, give feedback, consult and collaboratively deliver certain sections of the project. This will enable Committee members to form long term relationships with like-minded people.

The timing and frequency of meetings will be decided by the Steering Committee itself and it will be possible to work remotely to organise around existing commitments. Initially the meetings will be



more frequent but will always be scheduled to fit around members' diaries. The RCS will also organise some fun events for Steering Committee members, and will invite them to the portfolio of public events that the charity organises at the Commonwealth Club on a range of international issues.

There is an additional opportunity for one or two Steering Committee members to assist further with the JTC as a volunteer, working part-time in the RCS office, gaining further experience of the project and of the charity. For this office based opportunity the RCS would pay up to £10 per day towards travel and lunch expenses. Please do mark on your application form if you would like to discuss this opportunity further.

The roles are unpaid, but reasonable travel costs to and from Steering Committee meetings will be covered by the RCS.

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**The Jubilee Time Capsule is a unique project which will develop down a number of different avenues. We need your help to realise this ambition and make it the most exciting global history project of all time!**

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To apply for a place on the Steering Committee, please complete **the Application Form and send it along with your CV**, stipulating which aspects of the roles above you are particularly interested in and qualified for, to [jubilee@thercs.org](mailto:jubilee@thercs.org) with **“JTC Steering Committee Recruitment”** in the subject line. The deadline for applications is **Sunday 22<sup>nd</sup> May 2011**. Informal interviews are expected to take place towards the end of May.

See here to download the Application Form and to see more about the RCS: <http://www.thercs.org/youth/whatsnew>

If you have questions about the roles, please call Catherine on 020 7766 9204 or Meera on 020 7766 9236, or email [jubilee@thercs.org](mailto:jubilee@thercs.org).