



Job Description – Freelance Festival Coordinator

Please note: this role is subject to funding

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| Responsible for: | The co-ordination of the festival programme, ensuring logistics and requirements are managed effectively and all events run smoothly. |
| Salary: | £4,000 flat fee - including expenses |
| Period of contract: | 6 th January 2014 – 30 th May 2014 |
| Days per week: | 2 days per week increasing over the festival period to cover certain events during the 10 days of the festival. Additional days and weekends may also be required during busy periods leading up to the festival. |
| Closing date: | 5pm on Friday 22 nd November 2013 |
| Interviews: | Tuesday 3 rd December 2013 |
| Base: | The successful applicant would need to work from their own base |

Job Purpose:

To deliver a high quality, exciting and innovative Chorlton Arts Festival working alongside the Festival Director. The role will manage communications and event preparation with all partners, venues, artists and organisations.

The Festival Programme:

- To manage the operation of the online open submissions process for Chorlton Arts Festival 2014
- To manage the contacting and contracting of all Festival participants and artists including detailed negotiation of all requirements and technical specifications.
- Responsible for liaising with all venues and ensure that any relevant technical requirements are considered for all Festival events.



- Ensure that selected artists requirements are met including travel arrangements, accommodation, riders and refreshments.
- To play a full and active role in the Chorlton Arts Festival management committee.
- To coordinate and lead monthly management committee meetings.

Festival Events:

- To manage the We Got Tickets online Box Office system alongside the Festival Director and ensure that electronic ticket lists are produced on the day of events.
- To lead on Festival event briefings when required
- To oversee the recruitment of volunteers and ensure they are fully trained and briefed.
- To attend and manage a range of events during the festival

Marketing:

- To work closely with the Festival Director in refreshing the Festival website and social media platforms in the lead up to and during the festival.
- To collate copy and images for the brochure and ensure that it is fully proofed and all information is correctly presented.
- To co-ordinate the distribution of the Festival brochure with the support of designated volunteers.

Volunteers:

- Work with the Volunteer Coordinator to manage Festival volunteers and ensure that each Festival event is adequately staffed.
- To manage the workload of the Festival Intern(s) assigned to this role.



Income Generation:

- To help identify sponsorship and fundraising opportunities in line with the Festival ambitions.
- To work with the Festival Director to enable sponsorship targets to be met and to ensure that all launches and sponsor contracts are delivered successfully.

Administration:

- To be responsible alongside the Festival Director, for the generation of post Festival reports and evaluations and the preparation of board reports and documents.

General Management:

- Ensuring that the Festival's equal opportunities policies are followed and actively practice social inclusion in all aspects of work.

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post-holder) subject to the needs of the Festival.

Reporting to: Festival Director

Line Management

There will be no formal line management responsibility but you will be responsible for supporting the Volunteer coordinator in managing volunteers involved in the festival.

Additional Information

You must be flexible and be able to respond to needs at busy times, and prepared to work unsociable hours.

If you have any further questions, please contact:

Ella Byford, Festival Director
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