



Wirksworth Festival Co-ordinator: Job Description

Job Title: Wirksworth Festival Co-ordinator

Reporting to: A specified member of the Board

Terms: 65 days over the period June-October. Please note this post will require considerably more input leading up to and during the Festival (starts 9th September 2016) and less input at other times. 120 per day with limited T&S

Overall Job Purpose

To support the Festival Board in delivering a successful Festival.

To co-ordinate the planning, delivery and marketing of the Wirksworth Arts Festival, working closely with an engaged and hands-on board.

To deliver operational aspects of the Festival and to be one of the principal points of contact for the Festival.

Roles and Responsibilities

- Work closely with the Festival Administrator, Festival Trail Co-ordinator, the Board, relevant staff and volunteers, community partners, the Festival Curator, the Visual Arts Panel, significant partners especially Town Hall Events (Performance Programme), Traidlinks, the Town Council and others, to deliver a successful Festival in 2016.
- Ensure clear documentation of all programme plans, including timetables, budgets and action plans, to enable clear communication of plans throughout the Festival, including providing regular and ad hoc reporting according to the needs of the Board.
- Ensure close communication with the Treasurer on any financial aspects of the Festival.
- To support the Festival Administrator in operational matters such as contracts, website, ticket sales, accounting and financial matters,



- Work with the Board, the delegated Board marketing lead and the Communications Support freelancer to ensure effective communications including print, website, Facebook page, other social media; face to face communication with partners and the community; answer phones and email; distribute information.

Specific responsibilities

- Work with the Festival Trail Co-ordinator to successfully deliver the Trail weekend, particularly with venues, artists, the curated programme, fringe events, the performance programme, the community celebration and any other events during the weekend.
- Work with Town Hall Events to deliver a successful performance programme.
- Liaise specifically with Traid Links, who offer the ticketing service.
- Communicate effectively with, and co-ordinate the work of all Festival partners to deliver a successful Festival following the Trail weekend.
- Oversee all print, banners, signage, posters etc for the Festival, specifically the Festival brochure, Graduate packs and venue packs and organize all distribution/allocation.
- Ensure efficient take down after the Festival of all Festival materials, write a report, oversee collection of commission, and all post Festival correspondence.

Closing date 31.3.16. Please apply by email to the Chair, at cazkinstaylor@gmail.com , addressing all the points in the JD and person specification.

CT 9.2.16