

Festival Trail Co-ordinator: Job Description

Job Title	Wirksworth Festival Trail Co-ordinator
Reporting to	a specified member of the Board
Terms	12 days for the period from July - September 2016. Please note this post will require considerable more input leading up to and during the Trail weekend (9 th – 11 th September). 70-80 per day depending on experience.

Overall Job Purpose: To co-ordinate and implement an effective and successful Festival Trail weekend.

To co-ordinate the planning, delivery and marketing of the Wirksworth Arts Festival Trail weekend, working closely with the board, Festival Administrator, Festival Co-ordinator, Communications feelancer, volunteers and partners.

- To deliver all operational aspects of the Festival Trail weekend, including resource development, human resources, office management, evaluation, support to the board, staff and volunteers; to be the principal point of contact for the Trails weekend.
- Work closely with the Festival Curator, Visual Arts Panel, Performance partners and Fringe partners to plan, oversee and deliver the Trail weekend.
- Ensure clear documentation of all programme plans, including timetables, budgets and action plans, to enable effective communication of plans for the weekend.
- Working with the Treasurer, ensure effective management of Trail weekend finances

Specific Roles and Responsibilities

1. Plan, produce and distribute a top quality Trail Guide, in good time.
2. Ensure all licences and memberships are in place/up to date and manage all relevant contracts and agreements, to ensure a successful weekend.
3. Oversee production of, distribution of, and final collection of banners/posters/publicity etc relating to the Trail weekend.
4. Oversee production of, distribution of, and collection of all materials such as signage, relating to the Trail weekend.
5. Attend, if required, Visual Arts Panel meetings, to support the selection of artists and venues, and ensure effective co-ordination of the artists/venues allocation, supporting both groups as necessary.
6. Co-ordinate the caterers for the weekend, including applications, selection, siting, and management during the weekend.
7. Liaise with Traidlinks, the ticketing partner for the Festival.
8. Organise and manage, with the Board lead, the parking arrangements including park and ride, car park management etc.
9. Work with the Board, the delegated Board marketing lead and the Communications Support to plan, manage and implement all communications including print, website updates, our Facebook page and other social media outlets. Communicate by responding to phone, email and face to face



enquiries with Festival artists, visitors, funding organisations and community representatives, and act as the main point of contact for the Trail Weekend.

10. Ensure effective and tidy post-Trail weekend take down.

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.