



**WIRKSWORTH FESTIVAL – FESTIVAL TRAIL CO-ORDINATOR
PERSON SPECIFICATION 2016**

LOCAL KNOWLEDGE OF THE WIRKSWORTH FESTIVAL		
Experience of successful project management.		
Experience of working in an office environment, maintaining a wide range of office systems		
Proven ability to work with a diverse range of stakeholders		
Some experience of budgetary management		
Able to develop and deliver projects		
Management of office systems, management of people, contracts and agreements		
An interest in contemporary arts		
Self starter, able to work on own initiative		
Good IT skills, knowledge of Word, Excel, Access, an excellent administrator		
Ability to keep to deadlines, see things through, manage multiple tasks		
High level of communication skills, verbal, written, and social media		
Very well organised and able to manage multiple priorities, ability to take on many roles, usually at the same time		
Approachable, 'can do' attitude		
Understanding and commitment of equal opportunities, diversity and access		
Ability to work August and September and cover the entire Trail Weekend		