

Job Description - Festival Trail Co-ordinator

Job Title: Wirksworth Festival Trail Co-ordinator

Reporting to: a specified member of the Board

Terms

12 days for the period from July (or earlier if possible) - September 2018. Please note this post will require considerable input leading up to and during the Trail weekend (7 – 11 September 2018).
£100 per day.

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 Art & Architecture Trail weekend, working closely with the board of trustees, Festival Administrator/Finance Officer, Festival Manager, MarComms consultant, volunteers and partners.

1. To deliver operational aspects of the Festival Trail weekend; offer support to the trustees, staff and volunteers; to be the principal point of contact for the Trails weekend.
2. Work closely with the Festival Curators, Visual Arts Panel, Performance partners and Fringe partners to plan, oversee and deliver the Trail weekend.
3. Ensure clear documentation of all programme plans, including timetables, budgets and action plans, to enable effective communication of plans for the weekend.
4. Working with the Finance officer, ensure effective management of Trail weekend finances

Specific Roles and Responsibilities

1. Support the production of a top-quality Trail Guide, which will be led by the MarComms consultant.
2. Ensure all licences are in place/up to date, set up and manage all relevant partners' contracts and agreements, to ensure a successful weekend.
3. Work with the MarComms consultant, who will oversee the production and distribution of banners/posters/publicity etc. relating to the Trail weekend, to ensure it is carried out effectively
4. Support the Visual Arts Panel, to support the selection of artists and venues.
5. Liaise with Traidlinks, the ticketing partner for the Festival.
6. Work with the Board, the delegated Board marketing lead and the MarComms lead, to support Comms.
7. Communicate by responding to phone, email, social media and face to face enquiries with Festival artists, visitors, funding organisations and community representatives, and venues.
8. Ensure proper 'take down' of the Trail.