



WIRKS WORTH
FESTIVAL

Wirksworth Festival Manager Job Description 2022

Job Title: Wirksworth Festival Manager
Responsible to: The Chair of the Trustees or a nominated other Trustee.
Working with: Freelance staff, Artist in Residence, trustees, partners and volunteers

Time Commitment:

Throughout the year, but more days at certain times of the Festival year. (specifically: the Online Art Prize – spring 2022; the call for Artists' Applications -March 2022; the build up to the Festival – May onwards; the Festival – September; the wind down – October).

Location: The Festival has a small, shared office space in the centre of town.

Overall Job Purpose

To manage and implement the artistic vision of the Festival Board.

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

To support the shaping and delivery of the arts programme and increase capacity through developing and managing partners, volunteers, sponsors etc.

To deliver all operational aspects of the Festival including administrative tasks, financial management (with the Trustee acting as Treasurer), partnership management, resource development, evaluation, support to the board, staff and volunteers and to be the principal point of contact for the Festival.

Roles and Responsibilities

Strategic

Work with board members to:

- Lead, manage, monitor, review and develop the Festival's 2022 Festival plan
- develop and implement Festival policy
- Co-ordinate and provide information required by funders and sponsors, the Charity Commission, and others as required

Programme

- Work closely with Trustees, Partner organisations, sponsors, artists, venues, performers to manage the 2022 Festival.
- Ensure clear documentation of all programme plans, including timetables, budgets, and action plans, to enable clear communication of plans throughout the Festival organisation.
- Manage all administrative tasks, and every day finance tasks, managing the budget as agreed by the board.

- Work with others to plan and manage, with the Board and relevant staff and volunteers, the Trail Weekend, the curated exhibition, the artistic programme, the Community Celebration, and any other associated activity.
- To support, working in partnership with the trustee representative, the performance programme.
- Work with others, including the trustee representative, to manage a programme of activities alongside the main Festival, run by or with our partners, and/or run by the Festival. Attend Operational Group meetings, and Board meetings if required.
- Provide regular and ad hoc reporting according to the needs of the Board.

Finance and Fundraising

- Ensure effective management of Festival finances, working with the Treasurer, who has overall responsibility for the Festival Finances, including day to day management of the budget, and all accounting procedures.
- Where advised by the board prepare, or help with, applications for sponsorship and grants/funding applications, and work with potential sponsors.

Human Resources

- To work as part of a team with any temporary staff or consultants.
- To recruit, manage and provide effective communication to volunteers
- Explore opportunities to increase organisational capacity through partnership working, funding bids, shared posts etc

Communication and Marketing

- Work with the Comms Consultant, to ensure effective use of print, website and social media channels.
- Work with the Comms Consultant to maintain the website, and social media platforms
- Communicate by answering phones, emails, and face to face with Festival artists, visitors, funding organisations and community representatives
- Distribute information to board, staff, and volunteers
- Provide regular and ad hoc reporting according to the needs of the board and external funding organisations.
- Work with the Board to improve methods of capturing audience data, including customer satisfaction
- Maintain database and listings, working with the relevant board members to develop and document processes for communication and marketing.

Operational

- Manage and ensure the success of the Park and Ride scheme, and other transport issues, including seeking extra P&R space. and general car parking space.
- To develop, oversee and ensure compliance with service level agreements with ALL partners, specifically all venues, artists, volunteers, caterers, Traidlinks, partner organisations, any pop-ups, freelance, other activities or performers.



Great Art in Surprising Places

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