



WIRKSWORTH
FESTIVAL

Wirksworth Festival Manager Person Specification 2022

Knowledge of Wirksworth, and of the Arts Festival.
At least 3 years' experience of successful project management.
Experience of maintaining a wide range of office systems, contract management.
Experience of working with volunteers and of engaging high levels of community involvement.
Proven ability to work with a diverse range of stakeholders, at times managing conflicting interests and views.
Proven experience of budgetary management. Experience of Quick Books Financial Management system helpful, but not essential.
Experience of working with a Board of management / charity trustees.
Self-starter, able to work on own initiative.
Excellent IT skills, including social media.
High level of communication skills, verbal, written, an advocate with the ability to inspire others.
Very well organised and able to manage multiple priorities, ability to take on many roles, working both at grass roots through to planning and strategy.
Approachable, 'can do' attitude.
Understanding and commitment of equal opportunities, diversity and access.
Ability to work much of August and September, cover the entire Trails weekend in September and much of the Festival fortnight and end of Festival, plus availability to manage various other aspects including during the rest of the year, as laid out in the advert.



Great Art in Surprising Places

Wirksworth Arts Festival, The Maltings, Church Walk, Wirksworth, DE4 4DP

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Registered Charity No: 1169297