



Job Description – (Freelance) Festival Manager

Please note: this role is subject to funding

Responsibilities: A dynamic freelance role as the Festival Manager for one of the U.K.'s leading multi-arts festivals as it enters a new and exciting phase in its history.

Working with the Festival Director and the festival's Board, you will manage a variety of tasks to deliver the festival to an excellent standard. This includes but is not limited to event operations and logistics, coordination of the festival programme, liaison and relationship management, and supporting the Director with marketing and brand management, fundraising and sponsorship.

Fee: £4,000 flat fee - including expenses and VAT

Period of contract: 23rd January 2016 – 9th June 2016 (approx. dates. TBC with the successful applicant)

Days per week: Part-time averaging at 2 days / week with additional days required during busier periods. Increasing over the festival period to cover events during the 10 days of the festival.

Closing date: 5pm on Wednesday 18th January 2017

Interviews: Friday 20th January 2017 in Manchester

Base: The successful applicant would need to work from their own base and use their own equipment.

Support: This is a busy and challenging freelance role and we are looking for someone who is happy to take on the position with a confident, positive and enterprising attitude and a keen eye for high standards.



The work is also well supported and full of opportunity and creativity. You will be supported closely by the experienced and friendly Festival Director and Board, and will work as part of a flexible and cooperative team.

Current position:

Chorlton Arts Festival has taken place annually in the popular and artistic Manchester borough for the past 16 years. It is well established with a keen following and a history of presenting a carefully selected programme of local and national talent across music, visual arts, performance and comedy across over 30 venues.

The event is usually funded by a combination of Arts Council grants, sponsorship and event revenue and is supported and guided by a Management Committee and Board.

This year the festival welcomes a new Director and ambitions to broaden the event programme and partnerships. The Festival Director and Manager will work closely together to deliver an ambitious, community engaged and innovative event.

Job Purpose:

To work alongside the Festival Director to deliver a high quality and exciting Chorlton Arts Festival.

The Festival Manager will both manage and/or support a broad range of tasks across event operations and logistics, the festival's creative programme, event marketing and brand, fundraising and sponsorship, and liaison with all partners, venues, artists, organisations and partners.

Exact tasks, scheduling and project management are to be agreed between the successful applicant and the Festival Director at the start of the role. An overview of expected tasks is below.



Programming coordination:

- To manage the operation of the online open submissions process for Chorlton Arts Festival 2017.
- To support and actively contribute to the brainstorming, selection, programming and booking process which forms the creative programme for the festival.
- To manage the contacting and contracting of all Festival participants, artists and agents including detailed negotiation of all requirements and technical specifications.
- Responsible for liaising with all venues and ensuring that any relevant technical requirements are managed for all Festival events.
- Ensure that artist requirements are met including travel arrangements, accommodation, riders and refreshments.

Board and committee:

- To play a full and active role in the Chorlton Arts Festival management committee and liaison with the Board.
- To coordinate monthly management committee and Board meetings.

Events Management

- To coordinate and manage all aspects of event operations, logistics, administration and management for the festival. This includes but is not limited to:
 - Venue booking and liaison
 - Supplier booking and liaison
 - Ticketing and Box Office management



- Event briefings, Health & Safety, Risk Assessment
- To create and maintain accurate records, files and administration in relation to all event areas.
- On the day management during the festival.

Volunteers

- Working closely with the Volunteer Coordinator, to lead on an effective recruitment and management process for all volunteers and ensure they are fully trained and briefed.

Marketing and Brand:

- To work closely with the Festival Director to manage the festival's brand and all marketing activity.
- To work closely with the Festival Director in refreshing the Festival brand, website and social media platforms in the lead up to and during the festival.
- To write and post social media content where required.
- To coordinate the copy, images, editing and proofing of the Festival brochure and to coordinate distribution with the support of designated volunteers.
- To actively contribute to maintaining and developing relationships with members of the press, and to support press coverage and liaison for the festival.

Development and Income Generation:

- To be energetically engaged in helping identify development, sponsorship and fundraising opportunities in line with the Festival's ambitions.
- To work with the Festival Director to enable sponsorship targets to be met and to ensure that all sponsor content and contracts are delivered successfully.



- To actively contribute to the development of any other new partnership opportunities, and to liaise with partners where required.

Evaluation and Reporting

- Alongside the Festival Director, to be responsible for the coordination of a robust event evaluation and regular reporting.
- Preparation of Board reports and documents.

General Management:

- Ensuring that the Festival's equal opportunities policies are followed and actively practice social inclusion in all aspects of work.

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post-holder) subject to the needs of the Festival.

Reporting to: Festival Director

Line Management

There will be no formal line management responsibility but you will be responsible for supporting the Volunteer Coordinator and in managing volunteers involved in the festival.

Additional Information

You must be flexible and be able to respond to needs at busy times, and prepared to work unsociable hours.

If you have any further questions, please contact:

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