

Job Specification: Festival Director – Imagine! Belfast Festival of Ideas & Politics

The Organisation: Imagine Belfast Ltd

Hours: 37 hours per week flexi time (some evening and weekend work will be required especially during the festival period)

Salary: £32,000 pa (plus 5% pension contribution)

Location: Working from home or remote

Responsible To: The Board (through the Treasurer)

Timescale Of Role: Initially 1 October 2024 – 30 September 2025, with possible extension

The Role: The Festival Director will play a central role in delivering our annual festival of ideas & politics in 2025. There is a strong expectation that funding will be available for future years. This is a multi-faceted role that covers a range of areas of responsibility including events programming, production and operations management, business development, stakeholder management, fundraising and company administration.

Key Responsibilities: The post-holder will work in consultation with the Trustees to ensure that all elements of the festival and associated activities are delivered on time and within budget.

Specific responsibilities include:

- Work alongside the Trustees and Executive Producer to source and book speakers, performers and events for the annual festival;
- Create and produce a number of signature events during other times of the year;
- Work with existing partners and build new partnerships with additional organisations such as funders, agents, community groups and venues;
- Work alongside existing Festival partners to help design and deliver their events at the festival;
- Lead on the development and management of the strategic and business plans;

- Key Responsibilities (continued):**
- Recruit and manage the festival's network of contractors and any temporary staff including volunteers, PR, marketing and design teams, venue managers and others;
 - Manage and develop fundraising and sponsorship initiatives;
 - Ensure that appropriate evaluation is undertaken on completion of events;
 - Represent the organisation effectively to external stakeholders;
 - Act as company secretary.

Person Specification: The ideal candidate will be someone with a passion for politics and culture and 2+ years' experience of curating, planning and delivering public events.

Essential Criteria

- At least 2 year's experience of managing a programme of events across multiple venues and days e.g. festivals or arts events;
- At least 2 years' experience of curating a live programme of events for a diverse audiences;
- At least 2 years' fundraising experience in the arts and cultural sectors;
- Experience of strong partnership working, and creating and managing networks of stakeholders;
- Excellent communication and interpersonal skills (written, verbal, presentations).

Desirable Criteria

- Experience of budget management over £100k;
- Experience of successful income generation from a wide range of sources including ticketing receipts, trusts and sponsors;
- Possess a full driving licence and access to a car.
- 3 years' experience of programming a large scale festival.

!MAGINE!

Festival of Ideas & Politics

Conditions: The post holder will be expected to work from home. This is a fixed term post up to October 2025, which could be extended if funding allows. The post holder is expected to work a basic 37 hour week, from Monday to Friday in the period prior to the festival start date. For the rest of the year (May – September), a part time role can be negotiated if requested. During the festival period, it is expected that the Director will work at times and on days to meet the needs of programmed events. Annual leave is 25 working days.

How To Apply: Please send your CV, completed monitoring form and a covering letter of no more than 1,000 words outlining your experience and suitability for the post.

The CV should include the names, addresses, email, phone number and occupation of two people, not related to you, to whom references may be obtained. One of your referees must be your current or most recent employer. References will only be sought following the conditional offer to the successful applicant.

Please send your CV, monitoring form (see pages 4 and 5) and covering letter to hello@imaginebelfast.com

The closing date for receipt of applications for the above post is **12 noon on 20 August 2024**. Interviews will take place on **10 September 2024** in Belfast city centre.

The applicants who fit the specifications outlined above most closely will be shortlisted for interview, so please make sure you tell us everything relevant on your CV and covering letter. Please note that we are unable to consider any applications which are received after the deadline. If you cannot make an offered interview time, we may not be able to provide you with an alternative.

This post is supported by the National Lottery through the Arts Council of Northern Ireland in association with Belfast City Council and the VSB Foundation.

We strive to be an Equal Opportunities Employer.

For further information, please contact hello@imaginebelfast.com

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Equal Opportunities Monitoring Form

Imagine! Belfast strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. We are collecting this information to allow us to monitor the diversity of the organisation and its work, ensuring that we meet the needs of the community that surrounds the organisation. This form is not used as a part of the recruitment and selection process as it will be removed upon receipt and used for statistical purposes only.

Age:

0-19 20-34 35-49 50-64 65+ Prefer not to say

Disability:

The Disability Discrimination Act defines disability as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities.

Do you consider yourself to be disabled: Yes No Prefer not to say

Ethnic Background:

Please choose the words that best suit you to describe your ethnic background.

White Black Caribbean Indian Chinese
 Black African Black other Pakistani Irish Traveller
 Asian Bangladeshi Mixed background Any other background

Gender:

Please indicate gender: Female Male Non-binary Prefer not to say

Is your gender identity different to the sex assumed at birth?: Yes No

Sexual Orientation:

Please indicate your sexual orientation by ticking a box below:

- Bisexual Gay woman/Lesbian Gay Man
 Heterosexual/Straight Prefer not to say

Community Background:

Please indicate the community to which you belong by ticking the appropriate box below:

- I am a member of the Protestant community
 I am a member of the Catholic community
 I am not a member of either the Protestant or the Catholic communities:

If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.

Thank you for filling out this form. Please email it to hello@imaginebelfast.com by the closing date of noon 20 August 2024.