



Festival Manager Imagine! Belfast Festival of Ideas & Politics

Candidate Brief

THE ORGANISATION: Imagine Belfast Ltd

HOURS: 35 hours per week (some evening and weekend work will be required)

SALARY: £18,000 pa (plus 5% pension contribution and training allowance)

LOCATION: Working from home

RESPONSIBLE TO: Don Leeson, Chairperson

TIMESCALE OF ROLE: 4 July 2022 – 30 June 2025

THE ROLE: The Festival Manager will play a central role in delivering our annual festivals in 2023, 2024 and 2025. This is a multi-faceted role that covers a range of areas of responsibility including events programming; events production and operations management; business development; relationships and stakeholder management; fundraising and 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 to source and book speakers, performers and events for the annual festival;
- Create and produce a range of bespoke events for the festival;
- Work with existing partners and build new partnerships with additional organisations such as local councils, community groups and venues;

- Work alongside the Festival partners to help design and refine their events at the festival;
- Liaison with external parties involved in event production including venue providers, caterers, booksellers and others; and liaison with all members of the festival team;
- Lead on the development and management of the strategic and business plans: incorporating AV, tech setup and other logistics, to ensure the festival runs smoothly;
- Recruit and manage the festivals network of sub-contractors and temporary staff including the Festival's volunteers, venue managers and production staff;
- Manage fundraising and sponsorship initiatives;
- Ensure that appropriate evaluation is undertaken on completion of the festival;
- Represent the festival effectively to external stakeholders;
- Act as company secretary.

PERSON SPECIFICATION: The ideal candidate will be a dynamic individual with a passion for politics and culture and 3+ years' experience of curating, planning and delivering large scale cultural and public events. The post-holder will work with flexibility, creativity, energy and commitment. The ideal candidate will have a keen interest in the work of the festival, and in event management and culture more broadly.

Essential Criteria

- At least 3 years professional experience of managing large scale events across a wide range of sites and venues e.g. festivals and conferences;
- At least 3 years' experience of curating a live events programme for a wide range of audiences;
- At least 3 years fundraising experience in the arts and cultural sectors;
- Experience of working on projects with a broad and diverse potential audience base;
- Ability to establish strong partnership working relationships and utilise a wide range of networks;
- Strong commitment to quality and excellence with an excellent eye for detail;
- Capacity to maintain a clear overview across a range of complex projects;
- Able to act independently, using initiative, and also to be a team player;
- Excellent communication and interpersonal skills (written, verbal, presentations);
- Reliable, trustworthy, approachable and able to relate well to a diverse range of individuals and organisations;

- Excellent IT/Computer Literacy Skills;
- Possess a full driving licence and access to a car.

Desirable Criteria

- Experience of budget management over £80k;
- Experience of successful income generation through a wide range of sources including box office, trusts and sponsors;
- 3 years' experience of programming a festival.

CONDITIONS: The Manager will be expected to work from home. This is a fixed term post up to 30 June 2025, which could be extended if funding allows. The Manager is expected to work a basic 35 hour week, from Monday to Friday in the period prior to the festival start date. During the festival period, it is expected that the Manager will work at times and on days to meet the needs of programmed events.

HOW TO APPLY: Please send your CV, completed monitoring form and a covering letter of no more than 1000 words outlining your experience and suitability for the post. Please include the names, addresses, email, phone number and occupations 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.

Please send your CV, equal opportunities form and covering letter to hello@imaginebelfast.com

The closing date for receipt of applications for the above post is **12 noon on Friday 10 June 2022**. Interviews will take place W/C 20 June 2022.

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 give you an alternative.

We are an Equal Opportunities Employer.

For further information please contact hello@imaginebelfast.com