

Festival Coordinator

Remit for Freelance Position



Objectives of role:

- To support the Festival Committee to deliver a successful festival in May 2022.
- To develop activities and processes of Birnam Book Festival to help the organisation sustain over the longer term.
- To recruit, organise and coordinate volunteer input to the Festival, assisted by Committee members.

Duties / Responsibilities:

- Attend Festival Committee meetings, by remote or in person, producing and circulating notes and reports.
- Follow up agreed actions as directed by the Chair or nominated committee member(s), including posting to Festival social media accounts.
- Liaise with contractors, authors, venues, publishers, agents, etc. alongside the Chair or nominated committee member(s).
- Work with Committee members to devise, plan, promote and timetable events.
- Lead on the recruitment, training and deployment of volunteers in coordination with the Chair and other Committee members.
- Organise and collate feedback from audience and authors, maintaining records of outcomes or other information required by funders or sponsors.
- Assist with preparation of reports and returns required by funders and Committee.
- Act as a point of contact for emails to website, messages to Facebook, etc.
- Support fundraising activities and applications through research and practical input.
- Other tasks as agreed between the Coordinator and Committee.

Working patterns, pay and conditions:

This position is offered on a freelance basis from October 2021 to June 2022. The working pattern is flexible across an average of 4 to 5 days per month, on site and by remote, up to the end of February, rising to an estimated average of 10 days per month in March-May period, and back to 5 days in June.

- The fee is £125 per day, with a working day counted as 7.5 hours.
- Fees will be paid on presentation of a monthly invoice with accompanying timesheet.
- The person appointed must be available to work **19th–22nd May 2022 in Birnam.**

Person Specification:

Candidates should be able to demonstrate -

- Good time management and organising skills.
- A high standard of communication skills.
- Excellent IT skills, including all aspects of Microsoft Office (Word, Excel, Project, PowerPoint), and social media platforms.
- Experience in organising volunteers and/or delivering training.
- An interest in literature and the arts.

Additional Information:

This post requires a self-starter able to work from a suitably resourced home base. Support and supervision will be provided by the Chair and/or a nominated member of the Festival Committee.

Applications:

Email applications to: contact@birnambookfestival.co.uk, attaching a cover letter, CV, and references. The closing date is **Friday 17th September 2021**. Interviews will be held during the following week; the successful applicant must be available to start 11th October.