

Job Description

| | |
|-----------------------|---|
| Job Title: | Family Festival Coordinator |
| Hours: | 60 days starting as soon as possible and finishing mid December |
| Location: | Based at home or in Chew Valley School |
| Supervised by: | Chair of Trustees, Head of Performing Arts Chew Valley School. |
| Rate of pay: | This is a self employed contract at £110 per day. |

Project Summary

Valley Arts is putting on our second Festival for Families and Young People this Autumn. We will programme a series of events and workshops over three weeks in November. Our last festival in 2018 featured performances from people such as Doug Allan, Living Spit and a range of award winning theatre companies for young people. We believe that performance is a great enhancer to the quality of our lives in the Chew Valley and know that people do not want to or are unable to travel to Bristol or Bath to see professional work. We would love to welcome people of all ages to our Festival. We would like to continue to build a new audience for performance in the Chew Valley.

Main Duties and Responsibilities

- To work with trustees and other volunteers to support our Family Festival
- Liaise with venues, performance companies and artists to make sure that all events run smoothly before, during and after event
- Help project manage each event, including buying refreshments and organising raffles where needed
- Link with trustee in charge of communications to help generate publicity for events
- Organise reprographics as necessary
- Distribute marketing materials and information for events
- Promote our Family Festival at other local events such as school open evenings.
- Market and publicise projects via social media, the press, etc.
- Report regularly to the Chair of Trustees and/or the Head of Performing Arts
- Monitor and evaluate each event and get audience response
- Organise photographs where possible of each event.
- Prepare a final report at the end of the Festival for trustees

Skills and General Duties

You will need to show:

- Excellent organisational and administrative skills
- An awareness of Valley Arts and our vision for the Arts in the Chew Valley
- An enthusiasm for working with and a willingness to build relationships with groups in the valley
- Strong interpersonal skills, patience, empathy, a positive approach and respect for others
- Project management skills and an eye for detail
- Reliability, flexibility and adaptability with a willingness to work at weekend or evenings
- An ability to manage your own time and administration and work confidently alone.

- A full DBS check in line with our Safeguarding policy – Valley Arts will organise this.
- Excellent communication skills by telephone and face to face

You will need to have the following:

- A current clean driving licence.
- Access to a car and the ability to use the car for work purposes.
- Local working knowledge of the Chew Valley
- Experience of working in community projects.
- Computer literacy, keyboard skills with use of internet and email
- Experience of effective record keeping and budget management

About Valley Arts

Our mission is to build a permanent home in the Chew Valley. We believe in accessible and sustainable performance art for all.

Please send CV and covering letter to: info@valleyartscentre.co.uk

Deadline for applications: Monday April 22nd

Interviews will take place week commencing April 29th

Prepared April 2019