



Capsule
Unit 317, Zellig
Birmingham
B9 A44

Role: Festival Assistant (Freelance Position)

Deadline for application: 5pm, Monday 9 March, 2020

Interview date: Monday 16 March, 2020

Start date: Tuesday 6 April, 2020

Fee: up to £5400 / 60 days @ £90 per day

Duration: April – August 2020

Frequency of days: 3 days per week – however this will increase during the week of the festival itself

Essential dates: the successful candidate is available to work **Supersonic Festival weekend 17-19**

July, including days either side of this.

We are committed to diversity and inclusion, and are keen to attract people of different backgrounds, perspectives and experiences. We actively seek board members to reflect a multitude of experiences and backgrounds. We particularly encourage applications from BAME and LGBTQ+ candidates, people with a disability.

Person Specification:

The role: designed to support the organisation, working across Supersonic Festival and our live events programme.

For the company's **Supersonic Festival 2020** (17-19 July) s/he will support marketing, artist liaison, any special projects and assist the logistical needs of the festival's performers. During the weekend itself this role will lead the festival's 'Marketplace' with market traders, a small stage and workshop areas supported by a team of volunteers. This role will also be responsible for capturing live audience feedback and contributing to the various social media platforms. S/he will attend weekly team meetings.

S/he will also support all aspects of the year-round live programme - **Supersonic Presents and Kids Gigs** - supporting the promotion, research, marketing, venue and artist liaison.

Day to day, s/he will provide essential administrative support to the company's Artistic Director and Executive Producer as well as attending meetings and events on behalf of Capsule. This role is not suitable for remote working.

We are a small but ambitious organisation. This role would be ideal for an emerging / early-career, freelance arts professional, keen to harness their knowledge and enthusiasm and develop their skills

in both the promotion and production of live events within a highly creative and dynamic organisation.

Responsible to: Executive Producer

Responsible for:

Supporting Supersonic Festival:

- Work closely with the Festival Manager assisting with logistics and festival site setup
- Providing administrative, project and marketing support to effectively promote the workshops/talks and Marketplace
- Co-ordinating Marketplace activity: preparing and dressing the space, scheduling arrivals / set up and de-install
- Schedule and co-ordinate workshop/talks activity
- Work with volunteers to ensure smooth delivery of the festival
- Follow best Health & Safety practice

Marketing & Promotion:

- Work closely with the Programme Assistant and support all aspects of the marketing activity for Capsule's live events
- Ensuring the promotion of Capsule's live event through press and social media

Programme, production & event management:

- Support the Artistic Director in all aspects of the artistic programme
- Support the Executive Producer in all aspects of event management & logistics
- Lead on certain aspects of production and event management including the Marketplace
- Support administrative aspects of event logistics; liaise with artists and venues, accommodation, travel and catering etc
- Support with artist liaison; logistics for the artists' participation at Capsule's live events; hosting, organising refreshments, travel and accommodation etc.

Evaluation & Monitoring:

- Play a crucial role in gathering information from audience members face to face and online
- Contribute to evaluation reports for funders

Administration:

- Deal with daily email, over the phone and face to face enquiries on behalf of the Director and Executive Producer
- Ensure 'backend' files and systems (templates, images, marketing assets etc) are up to date and organised

And any extension of this specification to provide any other such services in pursuit of the overall objective as the Artistic Director of the organisation may from time to time reasonably propose.

It is essential that the candidate has/is:

- Knowledge and interest in experimental music / arts, digital and live events.
- Worked within the arts, music, cultural or heritage sectors.
- Excellent communication skills, both written and oral.
- Good organisational skills, able to prioritise and problem solve.
- A good knowledge of photoshop.
- A good knowledge, experience and genuine enthusiasm for using social media platforms.
- Be resourceful, proactive, good initiative and can remain level-headed under pressure.
- A self-starter, highly motivated, happy to hit the ground running.
- A proactive approach to networking.
- An interest in audience engagement and development.
- Ability to research and collate information.
- Can work well as part of a team, as well as independently - as the role requires.
- Can deal with the varied pace of the organisation's workload, be organised and energetic during busy times as well as maintain pace and personal motivation during the organisation's quieter times.

It is desirable that the candidate has:

- Experience using WordPress.
- Links to local and/or national relevant networks and forums.
- A knowledge of the arts infrastructure in the region.
- Experience supporting fundraising activity.
- Experience working as part of a small core team.

All Capsule staff are expected to be/have:

- Team players
- Motivated and enthusiastic
- A flexible and pro-active approach to work
- A willingness to learn and develop
- Ability to manage own workload with minimal supervision
- Ability to remain calm under pressure
- Excellent timekeeping
- Excellent levels of attendance
- Warm and welcoming, contributing to the organisation's inclusive and open culture
- Approachable
- Be able to communicate effectively using appropriate means in an effective manner
- Computer literate including possessing basic word processing and spreadsheet skills
- Able to take a pragmatic view on complex issues, working well with ambiguity, able to use sound judgement and make timely decisions