

**Festival Manager - PT / Freelance Contract  
Responsible to:** Artistic Director / CEO **Responsible for:** freelance festival team members including Volunteer Coordinator & Artist Liaison Coordinator **Fee:** £7,800 (£120pd / 65 days) + 5 additional, paid ‘flexi’ days, to be used as / when required.   
**Dates:** approx 2 days of handover in November, approx 4 days for planning and preparation in January, approx. 1 day pw February - April, and from May – festival lead up 3 days pw, plus full week of the festival and festival weekend + 4 days for post-festival evaluation and handover.  
  
**JOB DESCRIPTION**

This part time, freelance role is designed to provide Maternity Leave cover for the partial responsibilities of Capsule’s current Executive Producer. This role will ensure the smooth running of Supersonic Festival 2021\* and will involve close working with the General Manager, Festival Producer and Programme Assistant, as well as work with the wider festival team. This is a new role and it is anticipated that the successful candidate will play a crucial part in defining and shaping the role.

\*With shortlisted candidates we will discuss the dates, currently on hold for Supersonic Festival 2021, as well as our postponement and cancellation plans, in light of changes we may need to make re: Covid-19 guidance.

**Responsibilities during the Festival lead-up will include:**

* Lead on the logistics, planning and delivery of the Supersonic Festival 2021.
* Assist the Artistic Director/CEO in all aspects of the festival’s strategic and business planning.
* Provide the festival with rigorous financial management and ensure the festival is delivered within budget, as set by Senior Management.
* Contribute to funding applications pertaining to the festival – typically small grant programmes for less than £10k.
* Liaise with relevant funding bodies, prepare, and supply all information required by them and ensure that the programme is operating in a manner consistent with the terms and conditions of their funding.
* Manage evaluation processes and implement systems for measuring the cultural and economic impact of Supersonic Festival.
* Liaise with existing partners, negotiating, and agreeing terms, and ensuring that appropriate contracts or agreements are in place.
* Set up and monitor systems to ensure that the festival operates with due regard to all legislation affecting its work, including but not limited to current legislation regarding Health & Safety, working with venues re: Covid-19 regulations, and Employment and Discrimination issues.

**Responsibilities during the festival itself:**

* Working with the site staff, production teams, venue staff and onsite Security to ensure the smooth running of the festival – you will have an oversight on all operational detail.
* Provide senior, on-the-ground support to the Artistic Director/CEO throughout.
* Set up and manage the onsite Production Office where you and senior staff will be based throughout the duration of the weekend.
* Ensure the smooth running of all backstage catering (for artists, crew, core team and volunteers).
* Oversee the set-up of backstage areas including the Green Room, Volunteer Room, Media Room, Security Control, First Aid Station – be the first port of call for staff and volunteers managing these areas whilst the site is live.
* Oversee the set-up of Box Office, providing senior support and supervision whilst the site is live.
* Oversee and provide senior support to the onsite Festival team throughout.
* Lead an onsite Security walkthrough ahead of the festival opening and each day, in agreement with Venue Manager(s) and Security sign off / open festival site to the public.
* Manage all on-site cash; floats, and supplier / artist payments.
* Problem solve an array of issues that occur as part of the festival.
* It is understood that you will remain onsite for the duration of the festival as required.

**PERSON SPECIFICATION**

**Essential skills / experience:**   
• You will have demonstrable experience of project management, event co-ordination and staff management.   
• Have experience of managing complex arts events and / or festivals.   
• Have experience of financial management including creating and managing project budgets and monitoring expenditure.  
• Successful fundraising record within the cultural sector and understand arts funding and policy.   
• Proven ability to manage and motivate a range of staff (freelance, employed, volunteers).   
• Knowledge of legislation and regulation in relation to HR, artists contracting, health and safety.   
• Have IT skills, especially strong use of Excel.   
• Have excellent communication skills – both spoken and written.   
• Be resourceful, level-headed and able to work under pressure.   
• Be passionate about creating arts events that reach out to a range of audiences.   
• Have the ability to motivate, direct, support and challenge teams (internal and external) and be self-motivated.   
• Must be prepared to work flexibly, and (at times) long hours, especially during the festival period.  
• Thrive on supporting the team, to ‘get the show on the road’.   
  
**Desirable skills / experience:**   
• Demonstrable Interest in contemporary music, arts, festivals, performance, digital and live events. • Driver with full UK license and own car   
• Advanced IT skills including both creative and practical software applications   
• First aid and risk assessment trained   
  
**Personal Profile:**   
• You are a team player, warm and welcoming creating a culture of inclusiveness and openness   
• You are assertive and confident when dealing with challenging people and situations   
• You are agile in your approach and flexible in your thinking and actions, able to take the lead, motivate your team and deal pragmatically with complex evolving situations on the ground.   
• You take a pragmatic view on complex issues, responding by using sound judgement to make timely decisions   
• You are resourceful, seeking information both internally and externally, so that you make decisions that are evidence based and timely