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[www.capsule.org.uk](http://www.capsule.org.uk)  
[www.supersonicfestival.com](http://www.supersonicfestival.com)

Role: **Festival Assistant (Freelance Position)**

Deadline for application: **5pm, Monday 7 March**

Interview date: **Tuesday 15 March**

Start date: **Tuesday 19 April**

Fee: **up to £4500/ 50 days @ £90 per day**

Duration: **April – July**

Frequency of days: **3 days per week (will increase during the week of the festival itself)**

Essential dates: **the successful candidate must be available to work** Supersonic Festival (8-10 July), as well as days either side of this **Tuesday 6 – Monday 11 July inclusive.**

**About Capsule and Supersonic Festival:**

Capsule is a cultural alchemist: an innovative curator initiating, producing multi-disciplinary work, this encompasses festivals, cultural events, and artist development through partnerships with a range of organisations. Capsule crafts extraordinary cultural projects for curious audiences; we seek to reveal the otherwise indescribable connections between art forms. Our aims are to introduce new audiences to our programme of activity, provide a platform for new work sonic/visual practice, expand the opportunities available for artists to develop and champion the unclassifiable.

[Supersonic Festival](http://www.supersonicfestival.com/)**is an experimental music and arts festival, awarded a five star review in 2019, The Guardian named us the *“UK’s best small festival – By embracing the heaviness in Birmingham’s heritage, and adding a strong dose of eccentricity, Supersonic is world-class.”***

Nowhere else will you find a festival experience quite like Supersonic’s – since 2003, we have been hosting superior weekends for the adventurous audience, taking care to present only the most artistically relevant and irreverent acts from the UK and across the globe, while simultaneously making sure to fill every moment with the opportunities to let loose and party, or sit down at engaging talks, discussions and workshops, or take in exclusive screenings and exhibitions.

**The role:**

Working closely with our Programme Coordinator, this role will provide all-round support both in terms of the lead up to, and the weekend of Supersonic Festival itself. The role will provide support in the following main areas; marketing, artist liaison, production on special projects, and provide assistance with logistics.

The successful candidate will attend weekly team meetings typically held on Tuesdays. Whilst there may be some remote working, this role will be predominantly office based.

We are a small but ambitious organisation, and 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.

We are actively seeking applications from professionals who identify as at least one of the following under-represented in the music industries; Black, Asian or other underserved Ethnicity, female, LGBTQ+, from a low socio-economic background. Since its inception in 1999, Capsule has been female-led, championing female and Black, Asian or other culturally diverse artists.

**PERSON SPECIFICATION**

***Supporting Supersonic Festival:***

* Work closely with the Programme Coordinator & Festival Manager to assist with the logistics and site setup
* Providing administrative, project and marketing support to effectively promote the festival
* Co-ordinating Marketplace activity: preparing and dressing the space, scheduling arrivals of the stall holders / supporting the set up and de-install of this area
* Schedule and co-ordinate the festival’s workshop and talks activity

***Marketing & Promotion:***

* Work closely with the Programme Coordinator, to 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 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 programme; 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:***

* General, all round tasks
* Ensure ‘backend’ files and systems (templates, images, marketing assets etc) are up to date and organised

**It is essential that the candidate has/is:**

* Interest in experimental music / arts, digital and live events
* Excellent communication skills, both written and oral
* Good organisational skills: able to manage workload, prioritise tasks and problem solve
* A good knowledge of photoshop or similar programme
* 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
* Able to work well as part of a team, as well as independently - as the role requires
* Able to deal with the varied pace of the organisation’s workload, be organised and energetic during busy times

**It is desirable that the candidate has:**

* Experience working in a festival setting
* Experience working with WordPress
* Links to local and/or national relevant networks and forums
* Experience working as part of a small core team
* Own car and clean driving licence

**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
* Ability to communicate effectively using appropriate means in an effective manner
* Computer literate, including possessing basic word processing and spreadsheet skills

**Application process:**

To apply for this opportunity please email the following to [info@capsule.org.uk](mailto:info@capsule.org.uk) by **5pm Monday 7** March with ‘Festival Assistant’ in the subject line:

* A completed equal opportunities form
* A letter of application outlining how you feel you would fulfil this role to (maximum of 2 sides of A4)
* An up to date CV + 2 named references

Interviews will be taking place on **Tuesday 15 March**. We will notify candidates that we wish to interview by **5pm, Wednesday 9 March**. If you haven’t heard from us by then please assume your application has been unsuccessful on this occasion. We cannot provide feedback on unsuccessful applications, but we will endeavour to provide feedback to those candidates we interview.