**Short Term full time Festival Assistant Post
5 days a week for 18 weeks**

**Mon 18 June - Fri 19 October 2018**

Ilkley Literature Festival has a five day a week Festival Assistant post over the summer, which is an ideal starting point for anyone wanting to work in arts administration, marketing or arts or events management. Previous Fest Assistants have gone on to an exciting range of arts jobs including becoming the Festival’s own Administrator!

 The Assistant’s role includes:

* A wide range of admin and support tasks for the Programme Coordinator, Head of Marketing, Volunteers Coordinator and Festival Director - working at the heart of the Festival
* Coordinating the Festival Fringe: publicising Fringe events, liaising with Fringe performers on the night of their events and helping to brief them
* And during the Festival in October:helping with everything from looking after Fringe performers to putting up posters to tidying dressing rooms, supporting the Festival Box Office and working backstage. **You may also be offered work as a stage manager (see attached description) looking after authors backstage.**

**Hours: 5 days a week 9am-5pm - week commencing June 18 until Oct 19 2018**

During the two weeks of the Festival, 28 Sep Oct – 14 Oct inclusive, the hours will include some evening and weekend time. We may also be able to offer you additional hours over the Festival period.

**Salary: £274.05 a week**

(£7.83 an hour for five 8 hour days 9-5 with a one hour unpaid lunch break)

**Holidays: 7 days paid holiday plus 3 days as Bank Holidays/ equivalent**

**Why be a Festival Assistant?**

* Being part of a major Festival is very exciting - you’ll learn a huge amount about working in the arts in a short time.
* The experience and the Festival’s reputation will stand you in excellent stead when you come to applying for other jobs in the arts. Other people who have worked for the Festival have gone on to work in arts admin, event and
* festival management, stage management, box office, marketing, pr, publishing and journalism.
* If you want to work in the arts, this is the way to find out if it’s for you.
* You’ll be part of a very friendly team.

**Festival Assistant Tasks include**:

**Admin and Marketing**

* Working on the Festival mailings
* Photocopying
* Packaging up and sending out publicity material
* Support for the box office
* Mailing out tickets
* Creating speakers welcome packs
* Sending out books for speakers
* Creating displays
* Creating in house flyers
* Researching contacts for publicity distribution
* Distributing posters and leaflets
* Sending publicity material to Fringe Groups and publicists

**Coordinating the Festival Fringe alongside the Festival Administrator**

* Sending out material to and liaising with the Festival’s 20+ Fringe performance groups on publicity
* Creating Fringe event posters
* Meeting, greeting and supporting some Fringe groups on the day

**During the Festival**

* Helping with Festival receptions
* Sorting out equipment and supplies for the venues
* Working on Festival events backstage- tidying dressing rooms, buying refreshments
* Setting out furniture on stage
* Setting out chairs in smaller venues
* Fetching refreshments for authors/showing authors to dressing rooms
* Working in the Festival tea bar

**Who can apply?**

This role is ideal for recent graduates who have studied English, History, Languages, Music, Performing Arts, Event Management etc or any related subjects.

**What are we looking for?**

You will need

* Excellent admin skills with great attention to detail
* To be calm, well organised, methodical, with great attention to detail and work well under pressure
* Great IT skills ideally Microsoft Office including Excel and be able to create simple effective posters
* To be a good communicator, in writing, in person and on the phone
To be able to follow detailed instructions
* To be reliable, work well to deadlines and ensure tasks are completed on time
* To be able to take the initiative and solve problems when asked to
* Enjoy working with people and being part of a team and also able to work alone
* Practical and ready to muck in when needed
* Able to learn new skills quickly

**Previous experience of administration**- in an office, at college or Uni, or for a student society or community group- **or with the public in a responsible role**- eg as a student ambassador, working in a supermarket, café or bar etc **and of working on events**- school/student gigs, theatre shows, concerts, students ents etc is an advantage.

**Location**

You will be working in the Festival’s office in Ilkley, West Yorkshire. You will need to be able to get to and from Ilkley easily, including after events in the evenings. (Trains run direct to Leeds and Bradford).

**To Apply**
If you are interested in the role please email info@ilkleyliteraturefestival.org.uk with a brief CV telling us how your skills and experience fit the role.
Make sure you tell us about your work outside school/college/Uni/whatever you are doing now and any relevant groups, community groups, activities or college/ societies/clubs etc you have been involved in.

Deadline: **9am Friday 25 May 2018**

Interviews **w/c 7 June - Let us know if these dates present a problem**

***PLEASE NOTE: if you’re also interested in a stage management role, whether or not you are offered the Festival Assistant post, you don’t need to make a separate application.***

***Just tell us if you’re also interested in that role in your application and make sure tell us about any events you’ve been involved in helping with/work with the public or customers.***

Ring/email Rachel Feldberg Director, Ilkley Literature Festival feldberg@arthouse.demon.co.uk on 07932 738742 if you want to discuss either role.

**Short Term part time Stage Management posts
Friday 28 September - Sunday 14October 2018**

**Time:** As needed during the Festival from Friday 28 September - Sunday 14October inclusive. Generally weekday evenings (generally 6pm-10.30pm) and weekends (from 12.30pm -10.30pm Saturday and Sunday).
There will be up to two briefing meetings in late September.

**Salary:** £7.83 per hour. Please note no overtime is payable

**Directly Responsible to:** Festival Director/Event Managers

**Ultimately Responsible to:**The Festival Director

**Responsible for**: Any Assistant Stage Managers or volunteers/stewards moving furniture/setting out chairs

**Purpose of role:** To keep the Festival running smoothly and to time and to provide Stage Management support for Festival Events including: setting up staging and stage furniture; setting out chairs in venues; setting up back drops; preparing and tidying dressing rooms; providing drinks and snacks for authors; helping authors with mics as needed; showing authors to and from the stage/to and from their dressing rooms; starting events; dealing with emergencies during events.

###### Tasks

**Stage**

* Setting up staging in accordance with Health and Safety guidelines
* Setting up stage furniture – tables, chairs, lectern
* Arranging stage décor
* Setting up back drops
* Ensuring supply of water and glasses
* Liaising with technical team

**Dressing Rooms and Venue**

* Ensuring dressing rooms are clean and tidy before and after event
* Ensuring authors supplied with appropriate food and drink in dressing rooms
* Where needed, sourcing food and drink and or equipment for authors
* Buying a regular supply of sandwiches for authors and Festival staff
* Ensure venue clean and tidy before event
* Planning, putting out and arranging audience seating in accordance with Health and Safety guidelines
* Ensure all fire exits accessible
* Set out coffee bar/other areas/displays as needed

**Author Liaison**

* Liaising with the Director to show authors to dressing rooms
* Ensuring authors welcomed and offered appropriate food/drink if Director unavailable
* Showing authors to the stage
* Coordinating start of events with Stewards, House Manager, Director, Authors and Technical team
* Ensuring authors leave the stage safely at the end of events

**Event Management**

* Remaining in the venue during events
* Dealing with minor on stage emergencies (eg. sound or lighting failure) or liaising with Director/Technical Director/House Manager as needed
* Dealing with seating problems- adding or removing chairs safely as needed
* Ensuring needs of disabled audience members met in liaison with Administrator and Technical Director
* Manage Assistant Stage Management staff

**Essential Qualities/Experience**

You must have:

* Excellent organisational skills, with the ability to think and plan ahead
* Excellent people and communication skills with high standards of courtesy and a pleasant manner
* Excellent attention to detail and good time keeping
* Knowledge/experience of stage management, theatre/arts/other events or conferences or working as a runner (can include music events, festivals, films, amateur, Uni or student events)
* The ability to meet deadlines and remain calm under pressure
* Ability to move and set up stage furniture, chairs and back drops safely
* Basic understanding of sound and lighting and the words used (for liaison purposes only). The Stage Manager won’t be asked to operate any sound or lighting equipment.
* Ability to manage any assistant and deputy stage managers
* Ability to deal with small scale emergencies
* Understanding of health and safety procedures
* Awareness of equal opportunities issues
* Resourceful and hard working, with the ability to work as part of a team or on own initiative as the situation requires

**To Apply**

Email a CV and brief letter explaining how the role matches your skills and experience to: info@Ilkleyliteraturefestival.org.uk

The closing date for applications is **9am Friday 25 May 2018.**

**Interviews will be held in Ilkley in w/c 7 June 2018.
Let us know if that week is a problem for you,**

If you want to discuss the role, please contact Rachel Feldberg Director on 07932 738742