Festival of Fools: Co-ordinator

The Festival of Fools is recruiting a temporary Co-ordinator for the 2017 event (Festival dates Friday 28 April – Mon 1 May). It's a great opportunity for anyone who has some experience of street theatre and festival management. The job and person specification is below. We are looking for expressions of interest by the 30th January to start asap

Festival of Fools is supported by the Arts Council for Northern Ireland through funds it manages on behalf of the National Lottery Fund.

Background to the Festival of Fools

The Festival of Fools was established in 2004 by Belfast Community Circus School as an international celebration of street theatre. Originally, the Festival was conceived as a one off event which would bring a strong sense of ownership of the City Centre by the people of Belfast; change their relationship with the city away from solely a shopping destination; and enhance the use of shared public space. In 2006, the Festival of Fools was established as a company limited by guarantee with charitable status.

Resources to support the Festival currently comes from Arts Council of Northern Ireland Lottery Unit, Department for Communities, Belfast City Council, Tourism NI and private sponsorship.

The Festival will present approximately 100 shows and 30 walkabout performances over the course of 4 days across 6 venues in Belfast City Centre and the Cathedral Quarter.

In addition to the street theatre, a Festival of Foods has been created working with 17 restaurants, cafes and bars last year to create a wealth of special offers for supporters of the Festival.

These relationships will be nurtured and grown over the course of 2017 Festival.
**Job Title: Festival of Fools Co-ordinator**

**Dates:** The successful candidate will be expected to start work as soon as possible after appointment and for a period of no more than 6 months

**Hours:** The successful candidate will be expected to work an average of 37 hours per week across the course of the contract. The successful candidate will be expected to work evenings and weekends over the course of the Festival and to work flexibly in the run up to the event. The position will finish two months on from the Festival. The Festival will run from 28 April to 1 May.

**Working to:** The Co-ordinator will be working under the supervision of the Artistic Director for the Festival of Fools and will be responsible to a Management Committee.

**Terms:** The successful candidate will be paid a going rate according to experience and subject to negotiation. A 6 month contract from Feb 2017 – June 2017 will be agreed with monthly payments upon the presentation of invoices.

To submit an expression of interest, please send a CV to will@foolsfestival.com highlighting where your experience matches the job and personnel spec. State why you are interested and what you think you can bring to the Festival of Fools.

Also state the earliest start date you could make.

If your expression of interest is strong, you will be invited to attend a short interview at a time convenient to both parties.

**Closing date for expressions of interest**  Monday 30 January 2017 @ 1pm.
**Festival of Fools Co-ordinator : Job Specification**

The successful candidate will be expected to:

1. Liaise and support existing sponsors of Festival of Fools

2. Implement a PR and marketing strategy which will attract new audience members from Northern Ireland and out of state.

3. Oversee the production of printed materials for the Festival to include brochures, posters, billboards

4. Book billboard sites & paid for advertising in newspapers and on radio, securing the best deals possible and in a timely fashion

5. Liaise with artists; securing relevant contracts and paperwork such as CVs; booking travel and accommodation

6. Oversee production planning, logistics, site visits, event licences, technical requirements

7. Recruit and co-ordinate a team of volunteers for the Festival delivery

8. Update the website on a regular basis and to maintain a regular online presence through Facebook, twitter and Instagram accounts

9. To devise and implement a Digital Communication strategy to incorporate online, Facebook, Twitter, etc.

10. To coordinate and assign meal vouchers to artists across the course of the Festival

11. To oversee evaluation of impact of the Festival of Fools

12. To provide paperwork and monitoring for a range of funders

13. To assist the Director in preparation of relevant funding applications for the Festival of Fools 2018
Festival of Fools Co-ordinator : Personnel Specification

Essential qualifications and experience

1. Experience of working in the arts
2. A minimum of 5 years’ experience of festival management
3. Experience of delivering street theatre/ circus performances
4. Experience of working to very tight deadlines
5. Experience of managing a wide range of logistical problems and changing scenarios
6. Experience of marketing and PR including event marketing
7. Experience of administration skills
8. Experience of working with sponsors and funders re: monitoring returns etc.
9. Experience of management/supervision of staff/volunteers
10. Experience of working to tight budgets
11. Experience of all aspects of project management including evaluation
12. A minimum of 3 years’ experience of budget management and procurement of services.

Essential special aptitudes

1. Basic IT skills: MS Word, Excel spread sheets
2. Proven ability to work unsocial hours including weekends
3. Strong understanding of the impact of arts on personal and community development

Essential interpersonal skills

1. Excellent communication skills, both written and oral
2. Proven ability to work independently and as part of a team
3. Willingness to undertake training

Desirable

1. Driving license
2. Experience driving vans
3. Knowledge of sound systems

LOTTERY FUNDED