

# **Towers & Tales Children's book and illustration Festival**

**4<sup>th</sup> May 2019**

**Lismore, Co Waterford**

## **Job Description: Festival Co-Ordinator**

Towers and Tales seeks a Festival Co-Ordinator to oversee the delivery of the fifth annual Towers and Tales festival celebrating children's books, illustration and story. The successful candidate will be a highly organised and dynamic individual who will work alongside the Artistic Directors to ensure the continued success of the festival. The Festival Co-Ordinator will be a central contact for partners and funders as well as managing logistics and artist liaison.

**Accountable to:** Lismore Estates General Manager and the Towers and Tales Artistic Directors

**Supported by:** Towers and Tales Committee, Lismore Castle Events team, Lismore Castle Arts

### **Logistics**

- Manage the delivery of the T&T programme as agreed by festival programmers ensuring a high-quality experience is available to children and young people throughout the day.
- Design, or work with designers, to create an imaginative and inspiring festival hub
- Develop and manage it on the day the festival hub, including contracting vendors, sourcing tents, power points, av equipment, signage, maps, refuse, security and all legal, contractual and health & safety compliances
- Liaise with off-site venues and ensure that the necessary technical requirements are in place
- Recruit, train and manage volunteers

### **Marketing and PR**

- Create event copy for the festival programme and website, working with the programmers, artists and publishers
- Generate media coverage by creating press releases and liaising with media partners
- Manage the design, print production and distribution of festival programmes
- Provide content for and maintain social media platforms periodically throughout the year, increasing in the lead up to and during the festival, including T&T website, Facebook, Twitter and Instagram
- Send regular festival newsletter to subscribers

### **Box Office**

- Set up and manage online ticketing and sales, working to agreed targets
- Manage box office

### **Artist Liaison**

- Manage travel, accommodation and other logistics for participating authors and guests
- Related hospitality including compiling weekend schedules, welcome packs and catering needs

### **Community/Outreach**

- Build and maintain relationships with local and community groups
- Work with local schools to coordinate the festival's education and outreach programme
- Source funding for and oversee delivery of the festival's Bookbag project, gifting books to local primary schools

## **Fundraising/Finance**

- Create and manage the budget for the festival and all festival-related activities
- Research funding opportunities and create applications
- Nurture relationships with partners, sponsors and funders to maintain existing revenue streams and attract new sponsors.

### **The successful candidate will:**

- Have previous experience overseeing the planning and delivery of high-quality events for families or arts audiences
- Be highly organised and display an ability to multitask and employ creative problem-solving
- Be comfortable leading and managing a team, with a proven track record of delegation and collaboration
- Have excellent interpersonal skills, calm under pressure
- Have strong financial management skills including experience of managing budgets
- Be target-driven, with the ability to maintain current funding and sponsorships and attract new revenue streams
- Have excellent communication and presentation skills – written and verbal
- Have a good working knowledge of social media and
- Have a full clean driving license
- Be on site for the lead in
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Three Year Term: Permanent Part time to be reviewed after 1<sup>st</sup> Festival.

Salary – fixed fee €8-€10k depending on experience.

To apply please email a letter of application and a CV to: [gallery@lismorecastlearts.ie](mailto:gallery@lismorecastlearts.ie)

DEADLINE: 30<sup>th</sup> November 2018

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