

CHARLESTON FEST

JOB TITLE: Festival Co-ordinator
REPORTING TO: Festival Manager
CONTRACT: Fixed term until Mid June 2023.
PAY RATE: £12.50 hr
HOURS: 15 hours per week from start date to mid-May and 90hrs during the Festival. The candidate must be available to work Wednesday 17 May to Monday 29 May 2023 inclusively. The contract will finish mid-June.

ABOUT CHARLESTON

Charleston is a place that brings people together to engage with art and ideas.

The modernist home and studio of the painters Vanessa Bell and Duncan Grant, Charleston was a gathering point for some of the 20th century's most radical artists, writers and thinkers known collectively as the Bloomsbury group. It is where they came together to imagine society differently and has always been a place where art and experimental thinking are at the centre of everyday life.

Today, we present a dynamic year-round programme of exhibitions, festivals and events. We believe in the power of art, in all its forms, to provoke new ways of thinking and living.

The Charleston Trust was formed in 1980 and is responsible for the care of Charleston's house, interiors and collections; and for opening the site to visitors. It is an independent charitable trust with a commercial trading arm, and currently receives no regular public funding.

MAIN PURPOSE OF ROLE

We are looking for a highly motivated and hard-working Festival Co-ordinator to support all aspects of running a successful festival. This role is designed to work alongside and support the Festival Manager and the wider Festival team in the preparation and delivery of the Charleston Festival 2023. It is suited for those passionate about working within the arts and events sector and it will provide valuable, hands-on experience for those wishing to pursue a career in large-events management.

DUTIES AND RESPONSIBILITIES

Your responsibilities will support the core Festival team across all areas. These include:

Artist liaison: co-ordinate the needs of the festival speakers before and during the festival by booking accommodation and

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travel and being the lead contact on their arrival to site. Co-ordinate photographic and live recording permissions and AV requests.

Site: assist with the get in and get out, purchase and hire equipment, dress site, update information boards.

Box office: support box office when needed, answering phones, running reports

Administration: chasing invoices, updating cross-site communication sheets, creating event sheets and day schedules.

Any other support to ensure the smooth and safe running of the event that are commensurate with the general level of responsibility of this post.

KEY COMPETENCIES

Excellent customer service with experience in a public facing role.

Excellent communication, both written and verbal.

Excellent IT skills with the ability to use Outlook, Word and Excel to a good standard. Knowledge of Patronbase (or similar ticketing database) desirable but not essential.

Previous event co-ordination (or similar role) experience is desirable but not essential as full training will be given to the right candidate.

PERSON SPECIFICATION

- Organised, highly motivated with exceptional attention to detail.
- To work with a good degree of independence and responsibility.
- The ability to work effectively and accurately under pressure in a very fast paced and busy environment.
- The ability to work with discretion and professionalism when dealing with high-profile speakers, performers and artists.
- Good local knowledge would be advantageous

Full training in Health and Safety and Site Emergency Procedures will be given as part of the role. Charleston is situated in a rural location and travelling to the site without a car will need additional planning.

HOW TO APPLY

Application deadline: Monday 27 February 12 noon

Interview: Week commencing 6 March at Charleston.

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Desired start date: Week beginning 20 March 2023. Please indicate on your application your available start date.

To apply, please email a covering letter and CV to jobs@charleston.org.uk highlighting your skills and experience relevant to the job description. All applications will be acknowledged.

All positions at Charleston are offered subject to the following conditions:

- Receipt of satisfactory references
- Proof that you are legally entitled to work in the UK

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