

Barnaby Creative Programme Director

Overview

Working with the Barnaby Board, you will manage a variety of tasks to support the charity's operations and design and deliver a new programme of events to an excellent standard.

This role will play a lead role in operational planning and delivery, communications and governance administration. This includes, but is not limited to, event operations and logistics, coordination of the programme, liaison and relationship management, supporting with marketing and brand management, and leading on fundraising and sponsorship.

Your key priority upon appointment will be to undertake a consultation with our local community, the outcomes of which will build upon Barnaby's legacy. The work is full of opportunity and creativity and you will play a major role in developing Barnaby's future activities and programme, in both short and medium term.

This is a busy and challenging freelance role and we are looking for someone who is community focused and happy to take on the position with a confident, positive and enterprising attitude and a keen eye for high standards.

We are looking for an experienced, enthusiastic, calm and effective person, with an eye for overview as well as detail, a starter-finisher, who enjoys engaging with all people.

Fee: up to 13.5K (including VAT) for approx 60 days work over 12 months

Start date: September 2022

End date: August 2023

Location: Barnaby is Macclesfield based. It is appreciated in the current circumstances that an amount of the work would be completed on-line. However, there will be a requirement to be available for in-person meetings and events, these will be risk assessed and in accordance with the relevant restrictions and guidance on Covid-19.

Part-time: the role is offered on a part-time freelance basis, arrangements for which can be agreed

Job-share: The contract is open to people wanting to apply together on a job-share basis. How this operates and your experience of this arrangement should be explained in the application letter.

To Apply: Provide a full CV (maximum 2 pages) and letter of application (maximum 2 pages) demonstrating your experience and suitability for the role by Sunday 14 August to: chair@barnabyfestival.org.uk.

Macclesfield Barnaby Festival is keen to encourage applications from people from underrepresented groups, such as those with Black, Asian, minority ethnic backgrounds and disabled people.

The Role

Programme Management

- Design, develop and deliver the Barnaby programme in accordance with the mission and vision, and working with artists and community stakeholders.
- Liaise and work with the wider Barnaby network, relevant partners (including community groups, venues, schools, artists) to deliver events, workshops and projects.
- Manage the contacting and contracting of all programme participants, artists, venues and agents including detailed negotiation of all requirements and technical specifications.
- Manage all aspects of operation and delivery, production, events management, event briefings, Health & Safety, Risk Assessment, on site event/activity management and budget management.

Community outreach and engagement

- Lead on community engagement work and building relationships with new community organisations/local businesses to widen access to Barnaby activities and build a stronger Barnaby community & legacy, particularly targeting those who are currently underrepresented in Barnaby audiences.
- Liaise with local partners, including local schools, arts organisations, charities and community outreach groups.
- Organise creative participatory events and workshops for Macclesfield communities.

Marketing and audience engagement

- Supporting the board with marketing and publicising the programme, working with the press, marketing & social media.
- Manage social media channels and devise an effective social media strategy to promote Barnaby activity.
- Act as the first point of contact for enquiries, managing the central Barnaby email inbox.

Fundraising, income generation and relationship management

- Seeking out income generation opportunities, including identifying development, sponsorship, supporters and fundraising opportunities in line with the organisation's ambitions.
- Prepare funding applications to appropriate funders.
- Actively contribute to the development of any other new partnership opportunities, and to liaise with partners where required.

- Ensure necessary monitoring and reporting on compliance with funding agreements and targets is completed in line with funder requirements and guidelines in a timely manner.
- Develop and manage relationships with key funders.

Stakeholder and partner engagement

- Maintaining close relationships with key partners and related organisations.

Board and committee

- Preparation of and input into reports and documents to feed back to the Board as required.
- Play a full and active role in the Barnaby creative team and liaison with the Board.
- Attendance at board meetings may be required to provide project updates periodically.

Evaluation and Reporting

- Be responsible for the coordination of a robust event evaluation and regular reporting.
- Collate post-event, stakeholder and audience feedback and statistics to support future funding applications and produce a post-festival report and evaluation.

Volunteer development

- Be proactive in building up a volunteer base, volunteer engagement and implementing an effective recruitment and management process for all volunteers.

Other

- Be aware of and adhere to all relevant Macclesfield Barnaby Festival policies to provide equal access to services and opportunities.

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post-holder) subject to the needs of the organisation.

Person Specification

Essential knowledge, skills, experience and attributes required

The successful applicant will ideally have experience of:

- Organising high quality arts and cultural events, celebrations, festivals or community events
- An understanding of good practice in community events
- A passion and commitment for arts, culture and community and an enthusiasm for Barnaby, its work and its ethos

- Experience of all aspects of project management or producing, including budgetary, risk management and monitoring/reporting and demonstrable ability to realise an operational plan
- Engaging local people, particularly young people and families, in events within communities
- Experience of fundraising and securing grant funding and sponsorship, and managing relationships with funders and funder reporting
- Experience of leading and managing a team, with excellent interpersonal and negotiating skills
- Reliability, confidentiality and excellent communication and team working skills
- A confident, comfortable ability to work collaboratively, mutually supportive and respectful, with curiosity to understand people in moments of difficulty, with all colleagues and collaborators, whether they are staff, partners or volunteers
- Experience of devising and implementing effective internal communications processes and impactful external marketing strategies
- Exceptional organisation and administrative skills, and the ability to multi-task
- A high level of accuracy and attention to detail in all areas of work
- Ability to work without supervision, use initiative where required and work under pressure.
- Effective time management and the ability to prioritise own workload to meet deadlines
- Excellent computer and digital literacy and an understanding of data protection
- An understanding of and commitment to best practice in the promotion of equal opportunity and diversity, in particular the development of community cohesion
- Ability to build positive and collaborative relationships with key partners and stakeholders (including community groups and artists)
- Understanding of good practice in volunteering and experience in managing or working with volunteers
- Knowledge of health and safety, legal and other policy requirements for safe and compliant event delivery (including managing/coordinating online events)

Desirable knowledge, experience and skills

- Experience of servicing a Board of Trustees
- Knowledge of Charity legislation
- Understanding of the current cultural funding system in the UK
- Specific knowledge of the Macclesfield arts and culture sector and town - or ability to demonstrate relevant transferable understanding and ability to build knowledge and relationships quickly
- Liaising with the business community to secure sponsorship
- Safeguarding young and vulnerable people
- Experience of working in an arts or charity organisation or venue
- Experience in effectively implementing a low-level giving/Crowdfunding campaign
- Knowledge and understanding of CRM systems, preferably MailChimp
- Proven ability to deliver participatory arts or art for social change initiatives