

## **Festival Manager for Gloucester History Festival: Brief for freelance position**

We are at an exciting point in the development of the History Festival and are looking for a committed and enthusiastic individual to help us deliver our ambitious vision. In March 2020 we plan to submit a bid to the National Lottery Heritage Fund. If successful, this will enable us to prepare an ambitious and sustainable strategy and business plan for the next 3 years and beyond. For this reason, this post is initially offered as an eight month contract, anticipated to run from March to October 2020.

### **1. Summary of contractor's requirements**

Gloucester History Trust (GHT) wishes to appoint an experienced Producer/Events Co-ordinator to deliver the following areas of work:

- To oversee smooth operational delivery of 2020 Gloucester History Festival, 5-20 September 2020, working closely with the Blackfriars Curator, Festival Project Officer, Fundraiser and Trustees (particularly Chair, Vice-chair and Finance Director).
- To be responsible for delivering or commissioning marketing, communications, website, ticketing and logistics within agreed budget
- To ensure hospitality provision on-site for audiences, speakers and festival guests
- To oversee preparation of buildings for the Festival, including dressing of the Green Room, undertaking site risk assessment, and promoting environmental good practice with recycling facilities on site.
- To work with the City Voices Trustee (volunteer) to curate and plan an engaging City Voices programme, working with diverse local communities.
- To liaise with volunteers from the Civic Trust who deliver the Heritage Open Days, and oversee management of the History Festival's own volunteers
- To give regular updates to City Voices Trustee, Gloucester History Trust and Gloucester Heritage Forum
- To produce post-festival evaluation report and analysis

### **2. Experience, skills and knowledge**

#### **Essential**

- Proven track record in delivering festivals and/or high-profile events
- Proven track record in developing and producing cultural or heritage community projects
- Proven track record of successful working with volunteers and a wide range of stakeholders
- Experience of meaningful consultation and engagement with a diverse range of community groups
- Experience and strong enthusiasm for working with a varied range of art forms and innovative means to realise ideas
- Good organisational skills and an ability to manage multiple priorities and meet deadlines
- Excellent presentation and communication skills
- Experience of putting together and managing project budgets



- Enthusiasm for Gloucester's history and heritage
- Positive and enthusiastic attitude, including a flexible approach to developing and delivering the job

#### **Desirable**

- Knowledge of Gloucester and its communities
- Knowledge of, and enthusiasm for, history and the power of connecting communities through celebration of our heritage
- Experience of working for a charity/charitable incorporated organisation

### **3. Delivery of the Contract**

*Contractor agreement:* This contract is offered on a freelance basis and the successful person will be responsible for their own NI and tax owed. The contractor will work closely with the City Voices Trustee (volunteer), the Blackfriars Curator and the Festival Project Officer.

*Hours:* Times to be agreed in discussion with the City Voices Trustee as required by the role. The work is likely to take in the region of 2 days a week, but full-time during the History Festival in September. Weekend and evening work will be required during the History Festival, and is likely to be required at other times too.

### **4. Timetable**

This is a fixed term contract for a period of 8 months, running (ideally) from March to October 2020. The contract may continue after this point, depending on progress and funding.

### **5. Fees**

There is a maximum budget allocation of £14,000 for this work, including all travel and expenses.

### **6. How to apply**

Please send a CV along with an Expression of Interest (maximum 2 sides of A4) to include the following information:

- Approach to the work
- Relevant Experience
- Full qualifications
- Methodology, milestones
- Two referees and 2 examples of previous relevant work

### **7. Further information**

For further information, please contact Heather Forbes (City Voices Trustee) or Sarah Rawlings (Fundraiser).

- [heather.forbes@gloucestershire.gov.uk](mailto:heather.forbes@gloucestershire.gov.uk) 01452 425299



- [sarah@sarahrawlings.co.uk](mailto:sarah@sarahrawlings.co.uk) 07979 066458

Closing date: 12 noon on Friday 21 February 2020

Please submit your tender response to: [heather.forbes@gloucestershire.gov.uk](mailto:heather.forbes@gloucestershire.gov.uk)

Interviews: Thursday 27 February 2020

## 8. Further details about History Festival

Gloucester History Festival runs for two weeks each September and features more than 200 events spanning Blackfriars Talks, parades, tours and family events - celebrating more than 2,000 years of Gloucester's history - and is one of the largest historical events in the country. It has grown exponentially in the last three years so there is a vibrant and successful platform in place.

### History Festival overview

- 19,000 visitors to Festival events
- Blackfriars talks attract very high-profile speakers and an increasing number of events are sold out
- City Voices attracted more than 3800 people to its free events across the city
- Over 20,000 people have listened to podcasts of our events internationally

**City Voices** is a series of over 60 events at the heart of the Festival which brings together the communities of Gloucestershire to present musical events, theatre, talks, tours and workshops showcasing aspects of their heritage and culture. The programme is in its infancy but has the capacity to increase collaboration between local groups and empower them to find their voice whilst celebrating Gloucester's quirky history. We would like to develop and grow City Voices, providing a platform for community groups to share their heritage and culture. It is a fantastically exciting time in the Festival's development as we grow and shape our part in Gloucester's cultural vision to be a city known for its culture.

