

<b>Job Title</b>	Stage Manager
<b>Reports to</b>	Operations Manager
<b>Location</b>	Bradford
<b>Salary</b>	£9.00 per hour
<b>Contract</b>	Freelance/ Casual
<b>Working Hours</b>	Variable hours between 28 <sup>th</sup> June - 7 <sup>th</sup> July 2019

### Required Dates

#### Staff Training

- Thursday 20<sup>th</sup> June and Wednesday 26<sup>th</sup> June
- One additional date (Flexible, TBC) between 10<sup>th</sup> – 16<sup>th</sup> June for one-to-one training

#### Festival Weekends

- Saturday 29<sup>th</sup> June - Sunday 30<sup>th</sup> June and Saturday 6<sup>th</sup> July - Sunday 7<sup>th</sup> July

### Desirable Dates

#### Festival Weekdays

- Friday 28<sup>th</sup> June and Monday 01<sup>st</sup> – Friday 5<sup>th</sup> July

### Background

Bradford Literature Festival (BLF), an international festival formed in 2014, has grown from an audience of 968 attendees to over 70,000 in just five years. The festival has been hailed as one of the most inspirational in the UK owing to the breadth of its programming and diversity of its speakers and audiences. In 2018 BLF attracted a 52 per cent BAME audience, with 42 per cent of all speakers also coming from BAME backgrounds.

Over 500 speakers in more than 400 sessions feature in what will be the fifth edition of the festival, celebrating the written and spoken word in all forms and showcasing the intimate relationship between words and other art forms such as theatre, music and film.

Festival appearances will include writers **Chris Riddell, Jeanette Winterson, Bernadine Evaristo, A.A. Dhand** and **A.C. Grayling**, poets **Lemn Sissay, George the Poet, Simon Armitage, Imtiaz Dharker** and **Michael Rosen**, musicians **Luke Goss, Lady Leshurr, Lowkey** and **Saul Williams**, scientist **Mark Miodownik**, politicians **Shashi Tharoor** and **Sayeeda Warsi**, broadcaster **June Sarpong**, comedian **Sofie Hagen**, Islamic scholar **Habib Ali al-Jifri**, and many more.

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## **Job Description**

Under the direction of the Operations Manager, the Stage Manager will:

- Work in conjunction with the venue team, including Venue Manager, Tech Manager and volunteers, to ensuring the smooth running and operation of Bradford Literature Festival events.
- Positively represent the festival by delivering excellent service to speakers and attendees alike.
- Brief guests as necessary to the structure and timing of their events.
- Check the stage is set up correctly as per the specifications of the festival marketing team.
- Allocate and manage volunteer roles on site such as usher and mic runner.
- Ensure events run on time and are turned around promptly.
- Introduce events in a professional manner and announce any necessary venue safety procedures - this will involve speaking on stage in front of a full audience.
- Ensure health and safety procedures are followed at all times.
- Take initiative to resolve issues, and appropriately pass on any issues that can't be resolved to the core festival team.
- Accurately collate audience data and sales figures for event reporting purposes.
- Work with and assist the core festival team as required.

## **Personal Specifications**

### *Essential*

- Experience of managing conversation/panel events.
- Experience of effectively managing and prioritising multiple strands of work simultaneously.
- Ability to work well under pressure, manage tight turnarounds and being an adaptable problem solver.
- Ability to speak confidently and professionally in front of an audience.
- Proven organisational skills and ability to work under own direction.
- Ability to lead and motivate a team.
- Experience in managing volunteers or teams of people in a public facing setting.
- An articulate communicator with excellent team working skills.
- Understanding and experience of the importance of accurate data collection.
- Ability to work flexibly when required, particularly during the core festival period.

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*Desirable*

- Experience of working within a literature festival or arts festival environment.
- A first aid at work certificate.
- Prior experience of working with PA systems and projectors.
- A DBS certificate and/ or experience of working with children.

**HOW TO APPLY**

Please send a 2-page CV along with a covering letter responding to the job description, explaining:

- Why this opportunity interests you (up to 300 words).
- Your relevant experience (including if you have worked for the Festival in previous years)
- What skills and qualities you can bring to Bradford Literature Festival.
- Your educational qualifications.
- Your full contact details (including any relevant web links).
- When we can best contact you.
- Names and contact details of 2 referees that will be available to be contacted (at least one must be a recent employer).
- Dates that you are available between 28<sup>th</sup> June & 7<sup>th</sup> July

Please note that given anticipated demand, we can ONLY respond to those we invite for interview.

If you have any questions, or require further information prior to submitting your application, please contact [jobs@bradfordliteraturefestival.co.uk](mailto:jobs@bradfordliteraturefestival.co.uk). Applications should be sent to the same email address with 'Stage Manager' in the subject heading.

For more information on the festival please visit:

<http://www.bradfordlitfest.co.uk/>

You can also follow us online:

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