

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

Required Dates

Staff Training

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

Festival Weekends

- Saturday 29th June - Sunday 30th June and Saturday 6th July - Sunday 7th July

Desirable Dates

Festival Weekdays

- Friday 28th June and Monday 01st – Friday 5th 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 Venue Manager will:

- Work in conjunction with the venue team, including Stage Manager, Tech Manager and volunteers, to ensure the smooth running of Bradford Literature Festival events.
- Work in conjunction with the venue team, whether this be BLF volunteers or existing front of house staff and security, to effectively manage crowds and queues.
- Be responsible for on the door ticket sales including the handling and recording of cash.
- Support and manage book sales and signings at your venue in conjunction with Waterstones.
- Co-ordinate and support volunteer roles on site such as checking tickets.
- Ensure health and safety procedures are followed at all times.
- Accurately collate ticket sale data for event reporting purposes.
- Positively represent the festival by delivering excellent service to attendees and speakers alike.
- Take initiative to resolve issues, and appropriately pass on any issues that can't be resolved to the core festival team.
- Work with and assist the core festival team as required.

Personal Specifications

Essential

- Experience of managing events in a front of house capacity.
- Cash handling experience including balancing floats and recording data.
- Confident and experienced in using computers.
- 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 a crowd when making public service announcements.
- 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.
- Box office software experience.
- 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 28th June & 7th 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. Applications should be sent to the same email address with 'Venue 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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